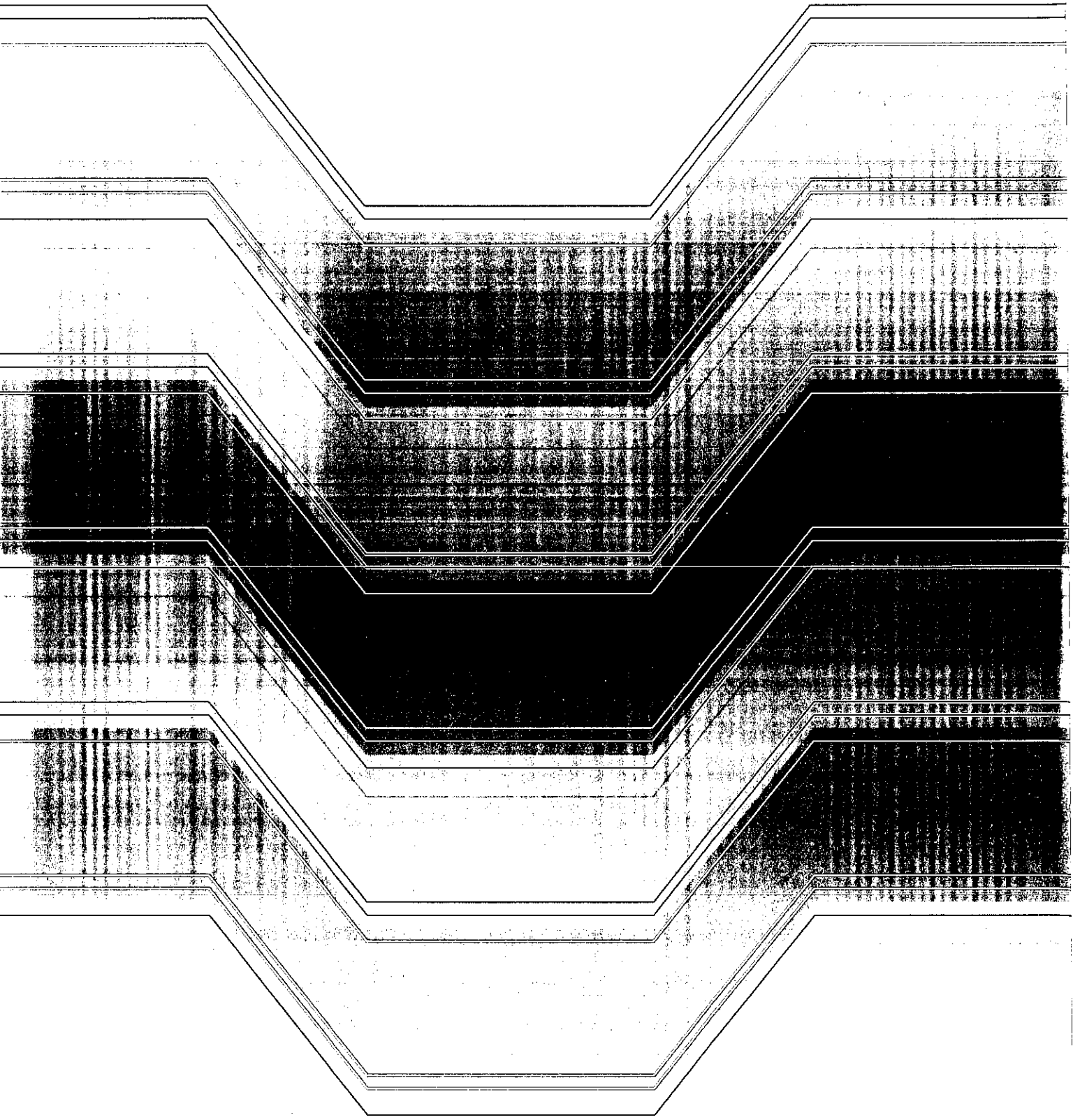
SHARP®

ELECTROSTATIC COPYING MACHINE

MODEL

SF-2022

OPERATION MANUAL



F-2022

In some areas, the "POWER" switch positions are marked "I" and "⏻" on the copier instead of "ON" and "OFF".
The symbol "⏻" denotes the copier is not completely de-energized but in a stand-by condition at this "POWER" switch position.
If your copier is so marked, please read "I" for "ON" and "⏻" for "OFF".
CAUTION:
For a complete electrical disconnection, pull out the main plug.

This apparatus complies with the requirements of EN 55014, 02.1987 and BS 800:1988.

Dieses Gerät stimmt mit den Bedingungen der EN 55014, 02.1987 überein.

Cet appareil répond aux spécifications de la EN 55014, 02.1987.

Dit apparaat voldoet aan de vereiste EN 55014, 02.1987.

Apparatet opfylder kravene i EN 55014, 02.1987.

Questo apparecchio è stato prodotto in conformità alle EN 55014, 02.1987.

Αύτή ἡ συσκευή τηρεῖ τίς προδιαγραφές τῆς EN 55014, 02.1987.

Este aparelho responde às especificações da EN 55014, 02.1987.

Este aparato cumple las especificaciones de la EN 55014, 02.1987.

Caution!
The socket-outlet shall be installed near the equipment and shall be easily accessible.

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Welcome to the world of high-quality copying with the SF-2022 modularly designed Copier. The Sharp SF-2022 system has been designed to give high copy productivity while offering convenient features.
To get full use of all Copier features, be sure to familiarise yourself with this manual and the Copier. Be sure to keep this manual for quick reference during Copier operation.

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A WORD ON COPIER INSTALLATION

Improper installation may damage the Copier. Please note the following during initial installation and whenever the Copier is moved.

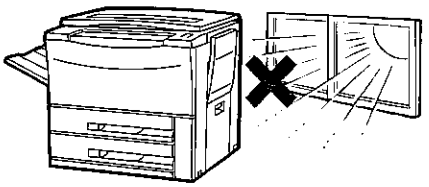
1. Be sure to use the rated power supply and to ground the Copier.

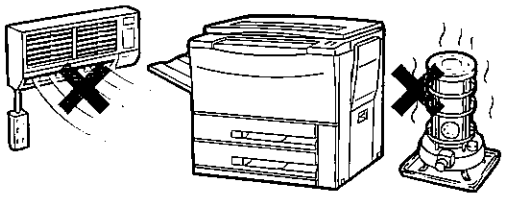
2. Do not install the Copier in areas that are:

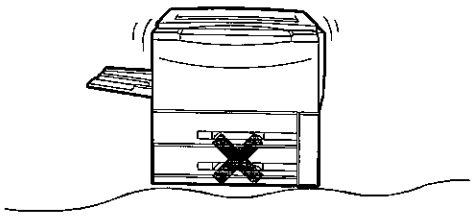
- damp or humid,
- exposed to direct sunlight,
- extremely dusty,
- poorly ventilated,
- subject to extreme temperature or humidity changes, e.g., near an air conditioner or heater.

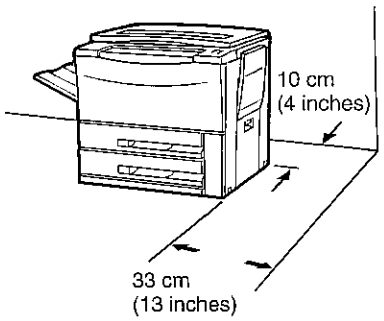
3. Place the Copier on a firm, level surface.

4. Keep the rear of the Copier at least 10 cm (4 inches) from any wall and 33 cm (13 inches) from any adjacent right wall for proper ventilation and cooling.





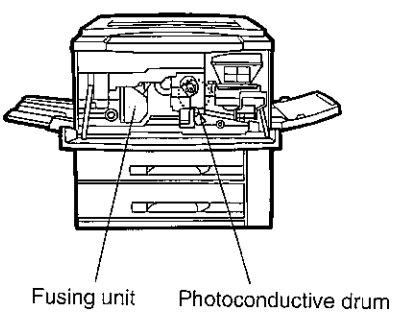




CAUTIONS

1. Do not touch the photoconductive drum. Scratches or smudges on the drum will cause dirty copies.

2. The fusing area is hot. Exercise care when inspecting this area.



TYPES AND SIZES OF COPY PAPER

ORDINARY PAPER

• Automatic Feeding from the Paper Drawers or Manual Feed Tray (max. 50 sheets)

Size	A5 ◄► A3	
	8-1/2" x 11"	11" x 17"
Weight	56 g/m² (15 lbs.) ◄► 80 g/m² (21 lbs.)	

*A5 (8-1/2" x 5-1/2") size paper can be set in the lower paper drawer with the optional inner cassette.

• Manual Feed Tray (single sheet feed)

Size	A6 ◄► A3	
	8-1/2" x 5-1/2"	11" x 17"
Weight	52 g/m² (14 lbs.) ◄► 104 g/m² (28 lbs.) ◄► 128 g/m² (34 lbs.)	

*A4 (8-1/2" x 11") is the maximum size that can be manually fed for paper weighing from 104 to 128 g/m² (28 to 34 lbs.).

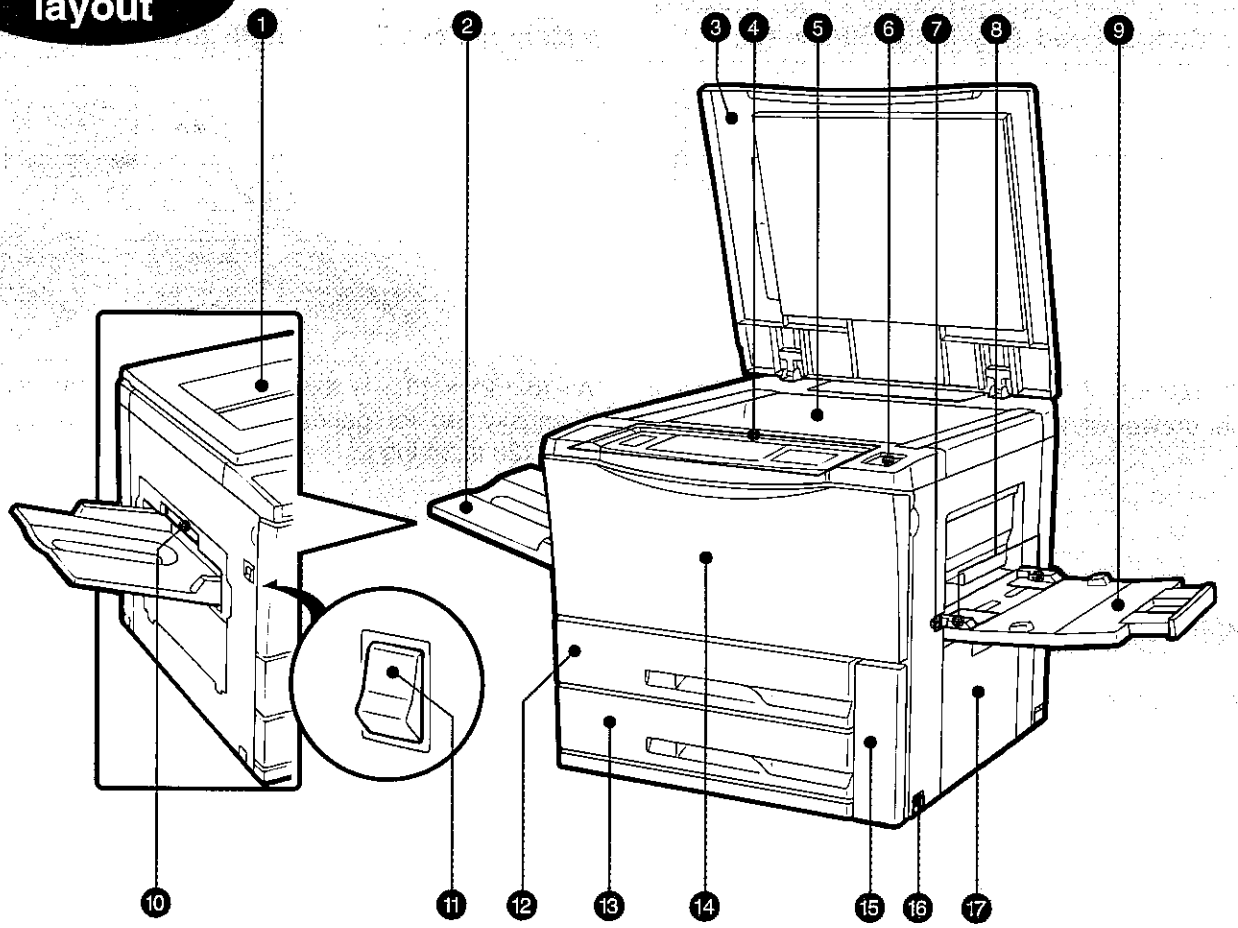
SPECIAL PAPERS

Special papers must be fed manually through the manual feed tray. See page 18.

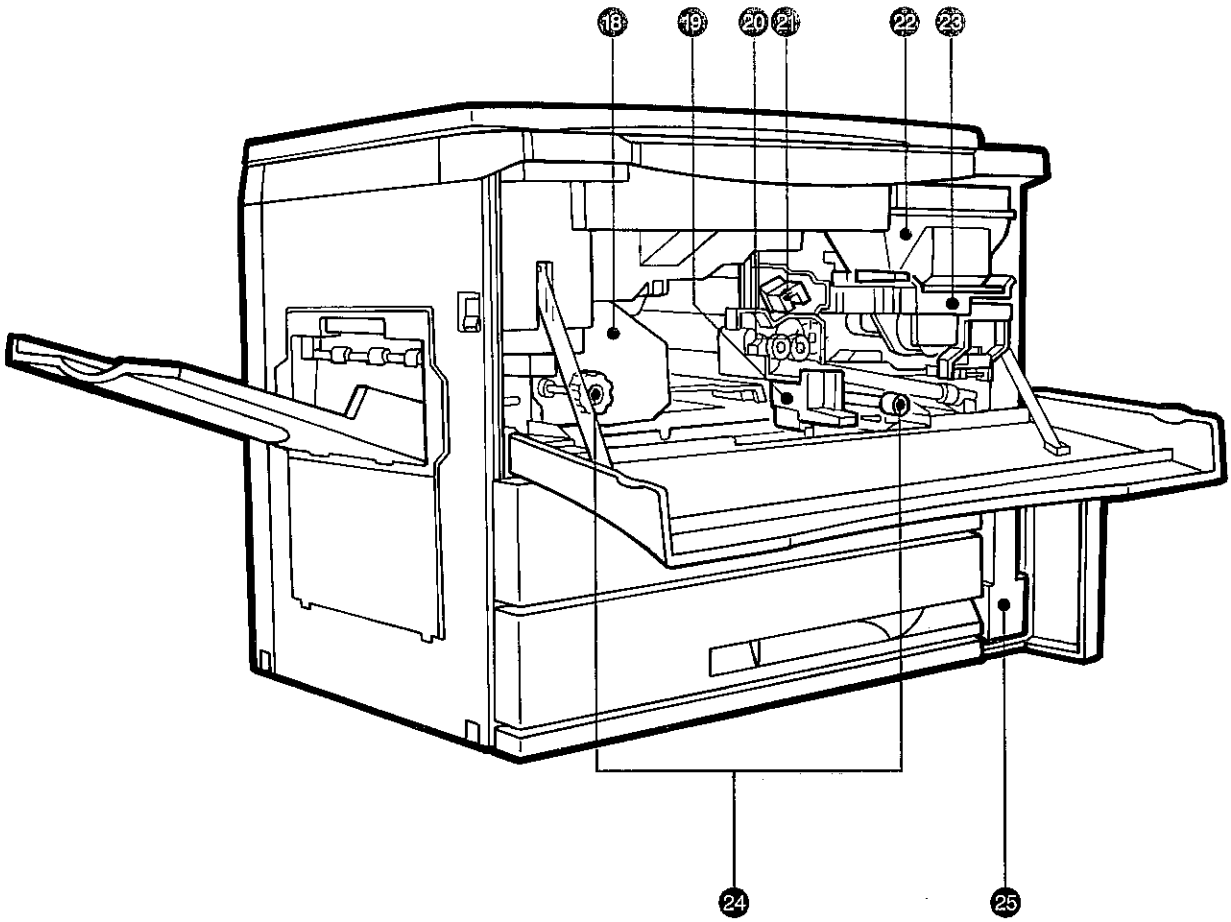
Transparency films | Labels | Tracing paper

PART NAMES AND FUNCTIONS

Overall layout



1. **Document holder**
2. **Exit tray**
   Finished copies are deposited in the exit tray.
3. **Document cover (an option in some areas)**
4. **Operation panel**
   All Copier controls are located here for easy operation.
5. **Document glass**
   Place the document to be copied here.
6. **Paper clip tray**
   Holds paper clips.
7. **Manual feed release button**
   Press to remove misfed paper from the manual feed tray.
8. **Manual feed tray paper guides**
   Adjust to the width of the copy paper.
9. **Manual feed tray**
   Special papers (including transparency films) and copy paper can be fed from the manual feed tray.
10. **Exit area cover**
    Open to remove misfed paper.
11. **Power switch**
    Press to turn Copier power on and off.
12. **Duplex module/500-sheet paper drawer**
    The Copier comes equipped with either a duplex module or a 500-sheet paper drawer. The duplex module provides duplex copying capability. The 500-sheet paper drawer holds 500 sheets of paper.
13. **Lower paper drawer**
    Holds 500 sheets of paper.
    Different sized copy paper can be set by changing the inner cassette.
14. **Front cover**
    Open to remove misfeeds and for Copier servicing.
15. **Toner collecting container cover**
    Open to replace the toner collecting container.
16. **Handles**
17. **Side cover**
    Open to remove misfeeds in the paper drawer.



18 Fusing unit

19 Transport lever
Turn to open the transport section.

20 Photoconductive drum
Copy images are formed on the photoconductive drum.

21 Corona unit
The unit is used to charge the photoconductive drum.

22 Toner cartridge

23 Developer unit

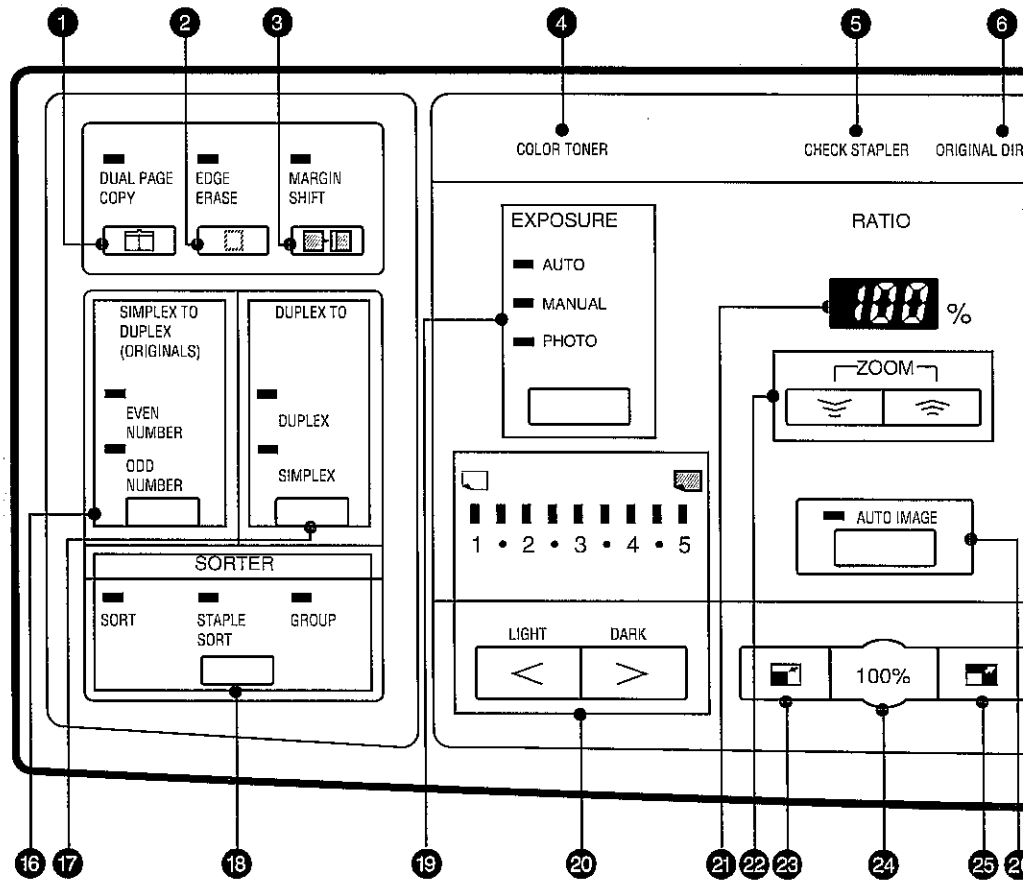
24 Roller rotating knobs
Turn to remove misfed paper.

25 Toner collecting container
Used toner is collected here. Replace when the indicator blinks.

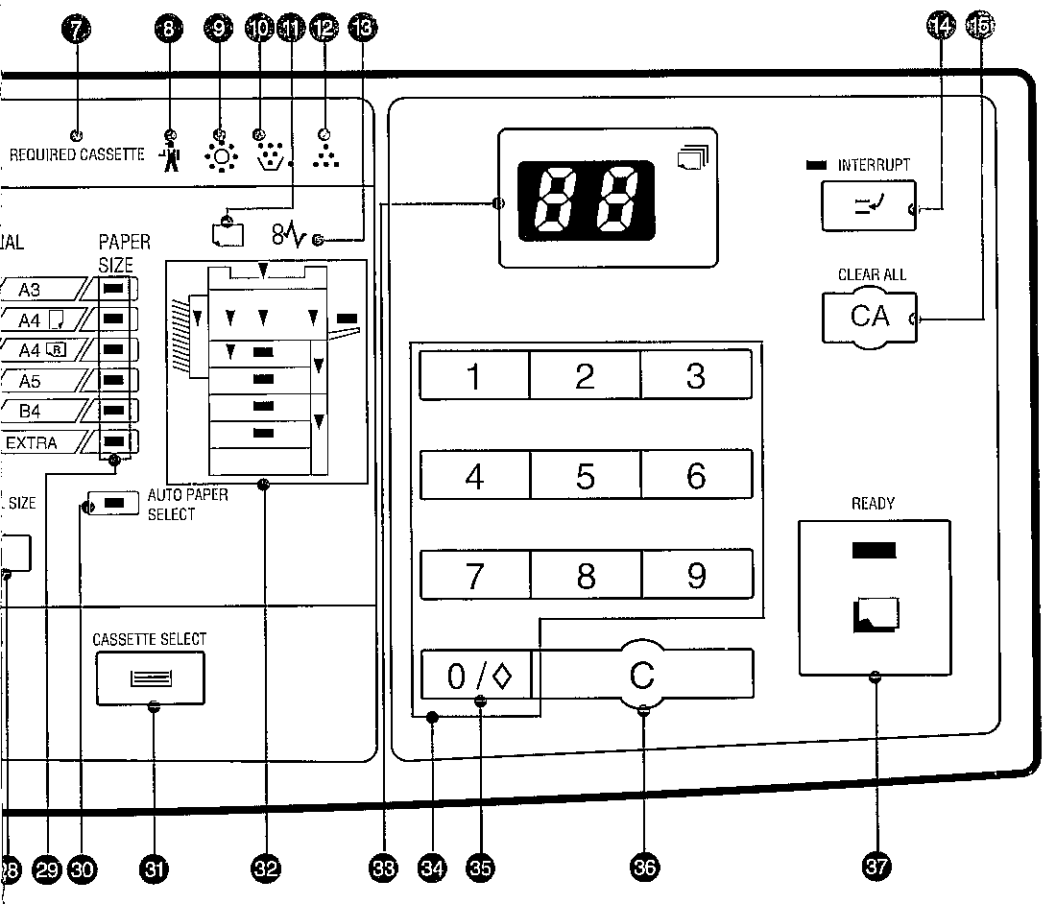
Accessories	
Cassette (installed in the lower paper drawer)	1
Exit tray	1
Operation manual	1
Document tray*	1
Toner collecting containers (including 1 pre-installed at the factory)	4

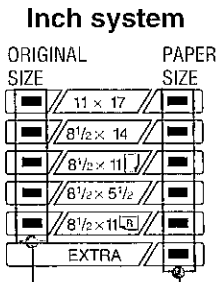
*Not included in some areas.

Operation panel



1. **DUAL PAGE COPY key** (p. 15)
   Makes individual copies of two originals placed side-by-side on the document glass.
2. **EDGE ERASE key** (p. 16)
   Erases dark areas from copy edges.
3. **MARGIN SHIFT key** (p. 17)
   Shifts text or images on the copy to leave a binding margin on the left side of the copy.
4. **COLOR TONER indicator**
   Lights when a colour developer unit is installed.
5. **CHECK STAPLER indicator**
   Blinks when the staple cartridge is empty, the stapler is jammed, or the stapler is not installed. (Staple sorters are optional.)
6. **ORIGINAL DIRECTION indicator**
   Blinks when the original is not set in the correct direction for automatic enlargement or reduction copying.
7. **REQUIRED CASSETTE indicator**
   Blinks when the appropriate paper cassette is not installed.
8. **Maintenance required indicator** (p. 31)
   Maintenance is required. Call your authorised Sharp Service Centre.
9. **Developer replacement required indicator** (p. 31)
   The developer needs to be replaced. Call your authorised Sharp Service Centre.
10. **Toner collecting container full indicator** (p. 30)
    The toner collecting container needs to be replaced.
11. **Paper required indicator** (p. 8)
    Lights when there is no copy paper installed.
12. **Toner required indicator** (p. 10)
    Blinks when toner is required.
13. **Misfeed indicator** (p. 26)
    Blinks when the paper misfeeds occur.
14. **INTERRUPT key** (p. 23)
    Interrupts a copy run.
15. **CLEAR ALL key**
    Clears all selected settings and returns the Copier to the initial settings.
16. **SIMPLEX TO DUPLEX key and indicators** (p. 19)
    Press to select the duplex copy mode for single-sided originals. Functions only when a duplex module is installed in the Copier.
17. **DUPLEX key and indicators** (p. 47)
    Press to select the duplex or simplex copy mode for two-sided originals.
18. **SORTER key and indicators** (p. 51)
    Press to select the sorter modes when a sorter is installed. (Sorters are optional.)
19. **AUTO/MANUAL/PHOTO key and indicators** (p. 24)
    Use to sequentially select the exposure modes.
20. **LIGHT and DARK keys and indicators** (p. 12)
    Use to adjust the MANUAL or PHOTO exposure levels.
21. **COPY RATIO indicator**
    Displays the copy ratios for reductions or enlargements.
22. **ZOOM keys** (p. 14)
    Use to select any enlargement or reduction copy ratio from 50 to 200% in 1% increments.
23. **Reduction key** (p. 14)
    Use to sequentially select four preset reduction copy ratios: 86%, 81%, 70%, 50%, (95%, 77%, 64%, 50%).
24. **Same-size key** (p. 14)
    Resets the copy ratio to 100%.





25 Enlargement key (p. 14)
Use to sequentially select four preset enlargement copy ratios: 115%, 122%, 141%, 200%, (121%, 129%, 141%, 200%).

26 AUTO IMAGE SIZE key (p. 13)
Press for automatic copy ratio selection.

27 ORIGINAL SIZE indicators
Light to show the original size that is input.

28 ORIGINAL SIZE ENTER key
Use to input the original size for automatic copy ratio selection.

29 PAPER SIZE indicators
Light to show the selected copy paper size.

30 AUTO PAPER SELECT indicator
Paper size matching the original or copy ratio is automatically selected when this indicator is on.

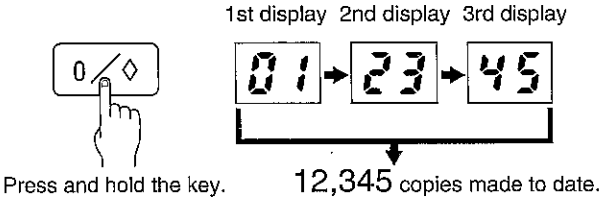
31 CASSETTE SELECT key (p. 13)
Use to manually select a paper drawer.

32 Paper feed location/misfeed location indicators (p. 26)
The selected paper feed location is shown by a lit indicator (▬).
The general location of misfed paper is shown by a blinking red indicator (▼).

33 Copy quantity display
Displays the specified copy quantity or the total copy number.

34 10 key pad
Use to select the desired copy quantity.

35 Zero/readout key
- Enters 0 when specifying the copy quantity.
- Displays the number of copies completed in the current run if pressed during a continuous copy run.
- Displays the total number of copies made to date if pressed during standby.



Note: A3 (11" x 17") sized copies are counted as two copies.

36 Clear key
Clears the copy quantity display or terminates a long copy run.

37 Print button and READY indicator
Copying is possible when the indicator is on.
Press to start copying.

Initial settings

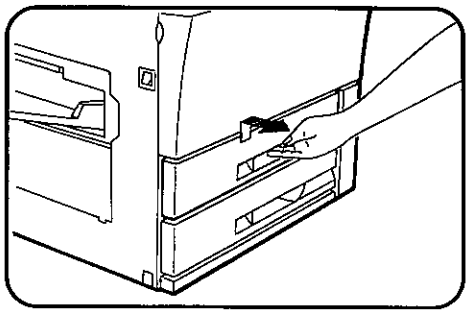
- Copy ratio: 100%
- Exposure: Automatic
- Copy number: 0
- All special Copier modes: Off
- Paper feed station: Previously selected paper drawer.

The Copier assumes the initial settings when it is first turned on and approximately one minute after the last copy is made in any mode.

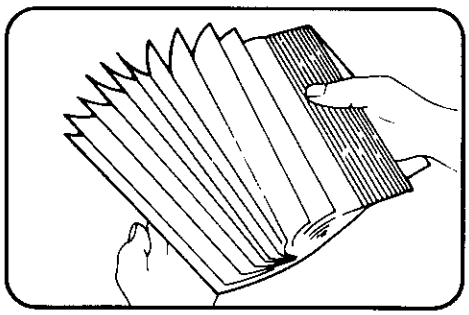
LOADING COPY PAPER

The ▭ indicator will light when there is no copy paper in a selected paper feed station, or when a selected paper drawer is not installed or is improperly installed.
For best results, use only Sharp recommended paper.
The copy paper size for the 500-sheet paper drawer and the optional stand/500-sheet or 1000-sheet paper drawer will be set by Sharp service personnel according to your request when you purchase the Copier. If a different paper size setting is required, contact your authorised Sharp Service Centre.
The 500-sheet paper drawer is available for four different paper sizes: A4, A4R, B4 and A3 (8-1/2" x 11", 8-1/2" x 11"R 8-1/2" x 14" and 11" x 17").
The 1000-sheet paper drawer is available for three different paper sizes: A4, A4R, and B4 (8-1/2" x 11", 8-1/2" x 11"R and 8-1/2" x 14").
The paper size for the lower paper drawer can be changed by the user.

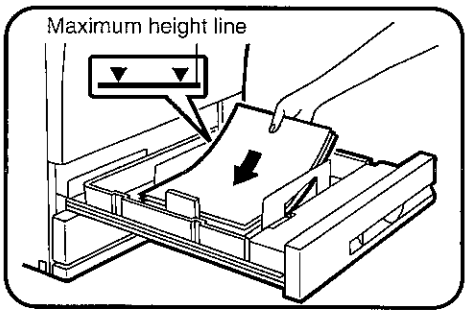
500-sheet paper drawer



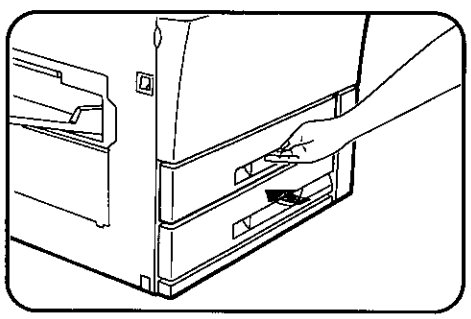
1 **Gently lift and draw out the paper drawer. If there is paper in the drawer, push the drawer firmly back into the copier.**



2 **If the drawer is empty, fan the copy paper and insert it into the drawer.**



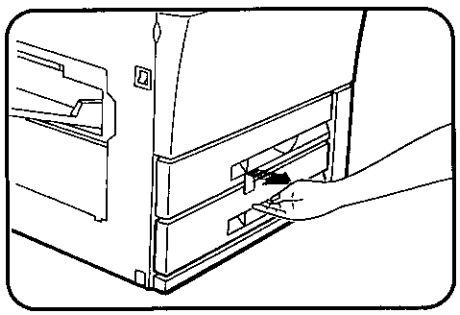
- The drawer holds 500 sheets of paper.
  Do not load paper above the maximum height line.



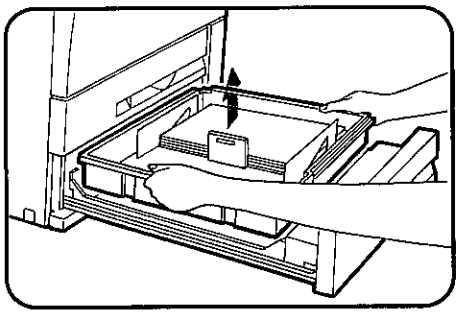
3 **Push the paper drawer firmly back into the copier.**

Changing the lower paper drawer's inner cassette

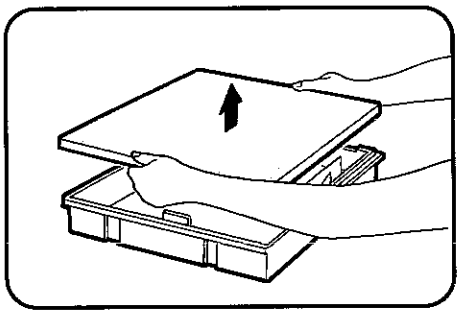
The lower paper drawer can accommodate five different paper sizes. To change the paper size, simply change the inner cassette. (The inner cassettes are optional.)



1 **Gently lift and draw out the lower paper drawer.**

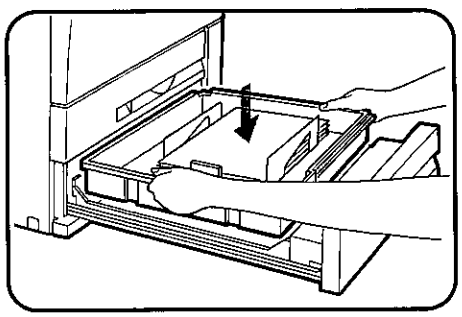


2 **Grasp the inner cassette tabs and remove the cassette.**



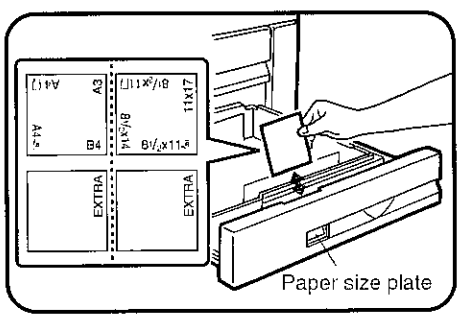
3 **Remove the cover of the inner cassette to be installed. If the cassette is empty, fan the copy paper and place it in the cassette.**

- The cassette holds 500 sheets of paper.
  (For A5 or 8-1/2" x 5-1/2" sized paper, the maximum is 250 sheets.)
  Do not load paper above the maximum height line.
  Place the cover on the inner cassette which was removed.



4 **Place the inner cassette into the drawer.**

- Position the inner cassette so its four protrusions fit into the holes of the paper drawer.
- Inner cassettes are available for five different paper sizes: A5, A4, A4R, B4 and A3 (8-1/2" x 5-1/2", 8-1/2" x 11", 8-1/2" x 11"R, 8-1/2" x 14", and 11" x 17").



5 **Place the paper size plate in front of the paper drawer to match the paper size set.**

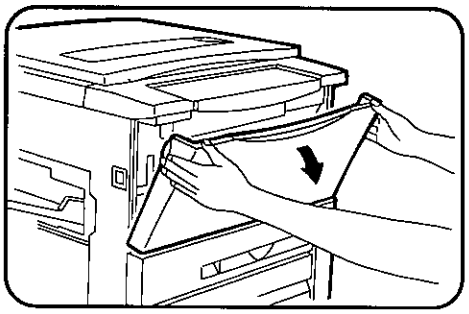
6 **Push the lower paper drawer firmly back into the Copier.**

ADDING TONER

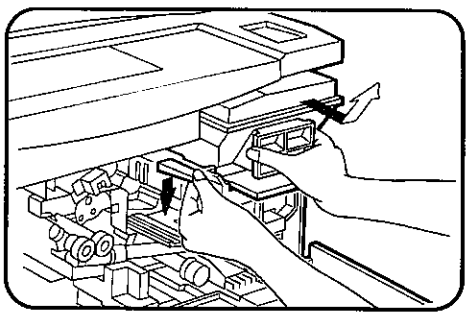
The indicator will light when toner is needed. If copying is continued, the indicator will begin blinking, and the Copier will stop.
The toner required indicator may also begin blinking during long copy runs of multiple dark originals even though toner is left. If the indicator begins to blink, the Copier will stop making copies. Open and close the front cover. When sufficient toner has been fed, the toner required indicator will go out and the READY indicator will light green. Press the print button to resume copying.

NOTE:
If copying is continued while the indicator is lighted, copies will gradually become lighter until the copier stops and the indicator blinks.

Add toner



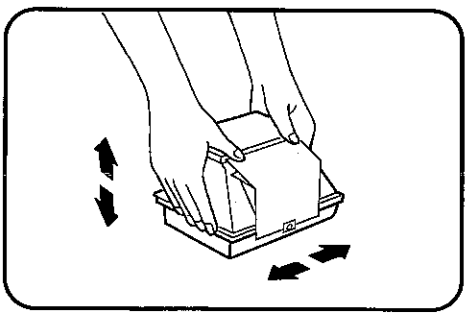
1 **Open the front cover.**



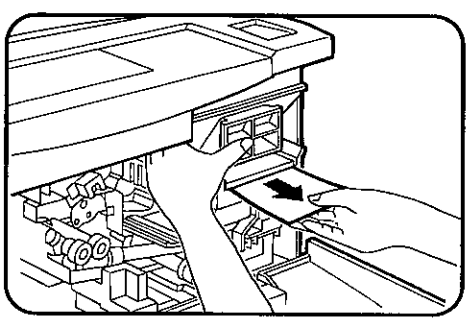
2 **Tap on the side of the toner cartridge several times before removing it.**

3 **While pressing down on the lever, carefully pull the cartridge until it stops, then tilt it upward slightly and continue to pull to remove it.**

- Take a replacement cartridge from its box and use the box for disposal of the old cartridge.



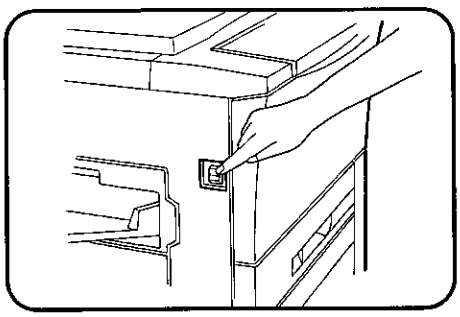
4 **Shake the new toner cartridge four or five times and install the new toner cartridge.**



5 **While holding the toner cartridge, pull out the toner sealing tape completely.**

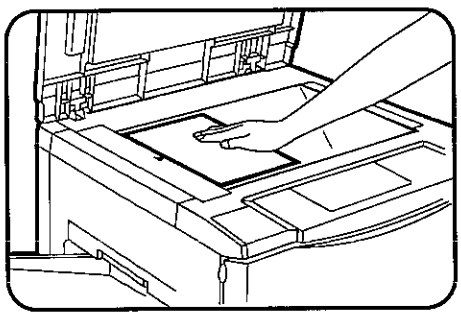
6 **Close the front cover.**

NORMAL COPYING

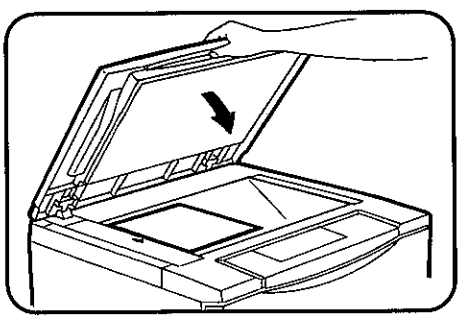


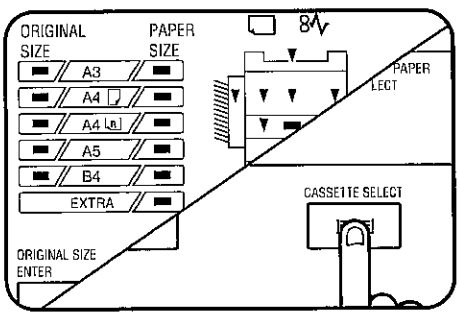
1 **First turn the power switch on.**

- It will take about 90 seconds for the Copier to warm up. After warm-up, the READY indicator will light, indicating that copying is possible.



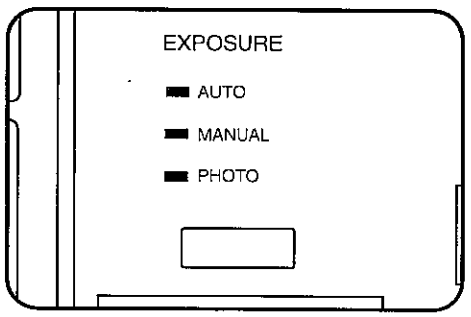
2 **Place an original face down on the document glass. Align it with the original size scale and close the document cover.**





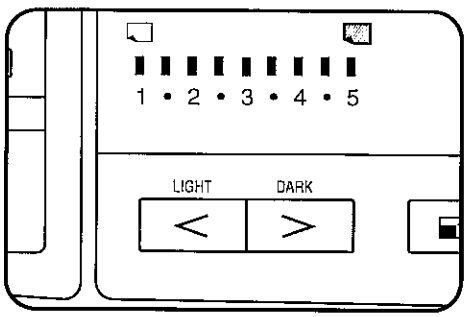
3 **Press the CASSETTE SELECT key to select the drawer containing paper the same size as the original.**

- Confirm that the original and the paper in the selected paper drawer are the same size.

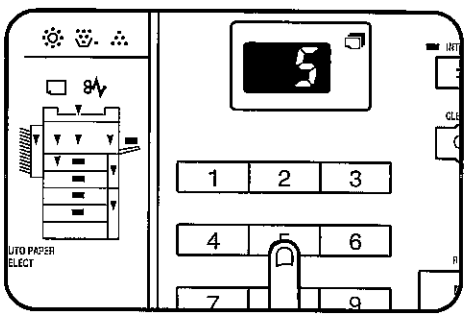


4 Adjust the copy density.

- Copy density adjustment is not required for most originals in the automatic exposure mode. See page 24 to adjust the automatic exposure level.

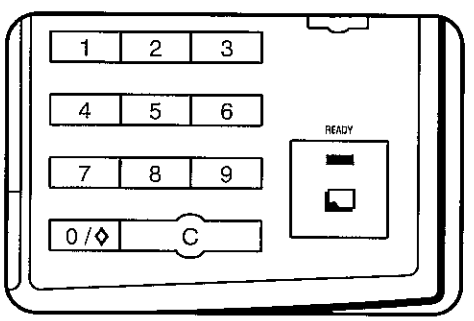


- For manual copy density adjustment, press the AUTO/MANUAL/PHOTO key to select MANUAL and adjust with the LIGHT and DARK keys as desired.
  For photographs, select PHOTO and then adjust with the LIGHT and DARK keys as desired.



5 Set the copy number.

- A single copy can be made with the initial setting, i.e., when "0" is displayed.
- Press the clear key [C] to clear an entry if a mistake is made.



6 Press the print button.

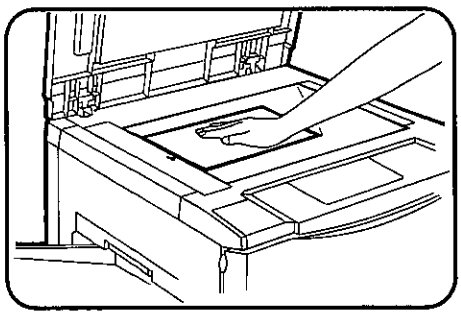
- The copy quantity display will decrease by 1 each time a copy is made.
- Press the clear key [C] to stop copying in the middle of a run.

7 To repeat the same copy sequence for a different original, simply replace the original and press the print button.

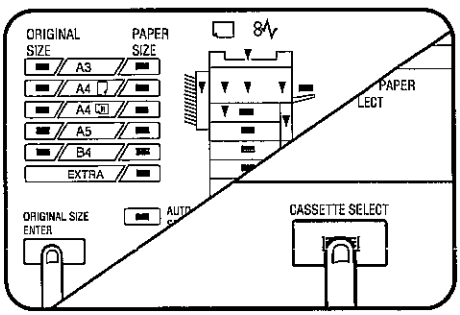
REDUCTION/ENLARGEMENT/ZOOM

Reduction and enlargement ratios can be selected either automatically with the AUTO IMAGE key or manually with the reduction key, enlargement key, or the ZOOM keys. The zoom function enables precise copy ratio selection from 50% to 200% in 1% increments.

Automatic

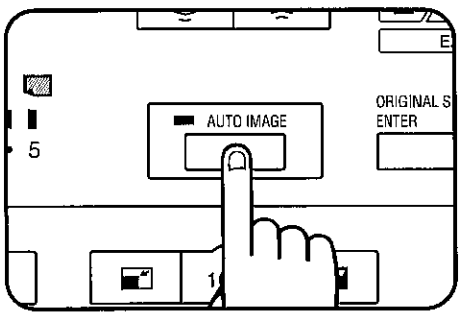


1 **Set an original on the document glass and close the document cover.**



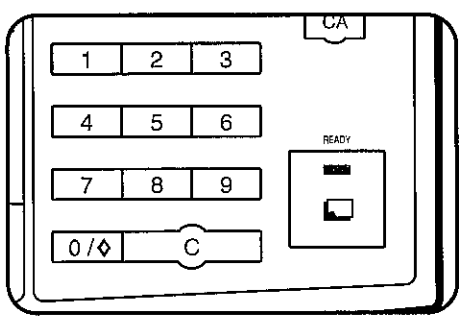
2 **Press the ORIGINAL SIZE ENTER key until the indicator for the original on the document glass lights.**

3 **Press the CASSETTE SELECT key to select the desired paper size.**



4 **Press the AUTO IMAGE key.**

- The copy ratio will be automatically set.
- If the original is improperly placed, the original size indicator and the original direction indicator will blink.

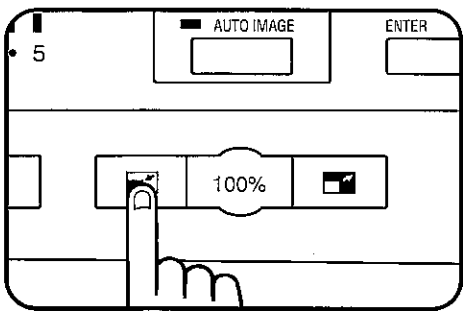


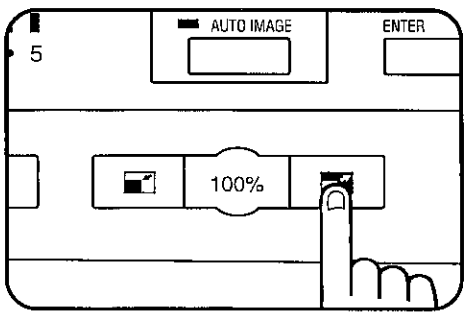
5 **Set the copy number.**

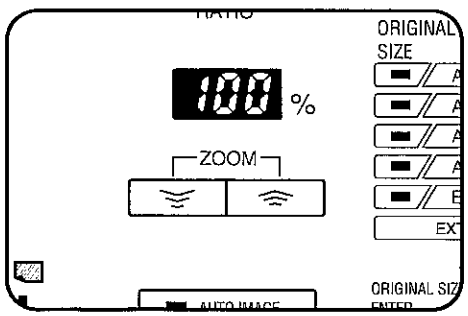
6 **Press the print button.**

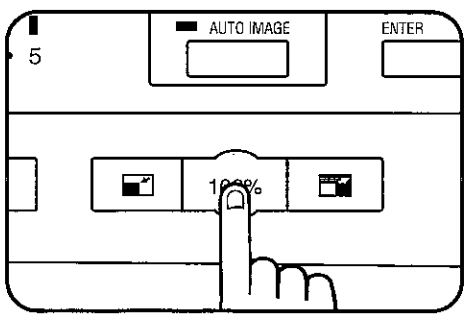
NOTE:
To cancel the automatic reduction/enlargement mode, press the AUTO IMAGE key again.

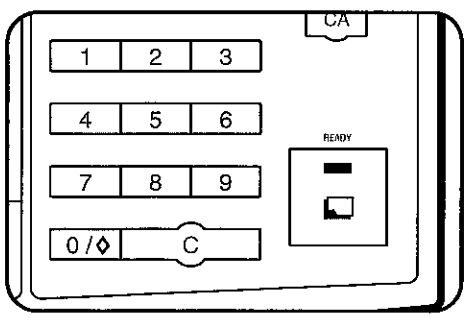
Manual











1 Set an original on the document glass and close the document cover.

2 Press the reduction key, enlargement key, or ZOOM keys to select the desired copy ratio.

A. Preset reduction ratios are:

AB	Inches
86%	95%
81%	77%
70%	64%
50%	50%

B. Preset enlargement ratios are:

AB	Inches
115%	121%
122%	129%
141%	141%
200%	200%

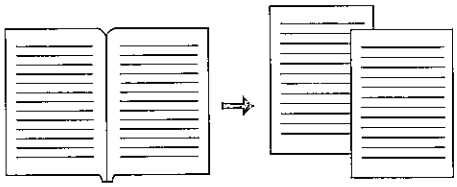
C. Zoom ratios: Any ratio from 50% to 200% can be set in 1% increments. Press the reduction key or enlargement key to set the approximate ratio, then press [≋] to decrease the ratio, [≋] to increase the ratio.

D. Same-size reset: Press the same-size key to automatically reset the copy ratio to 100%.

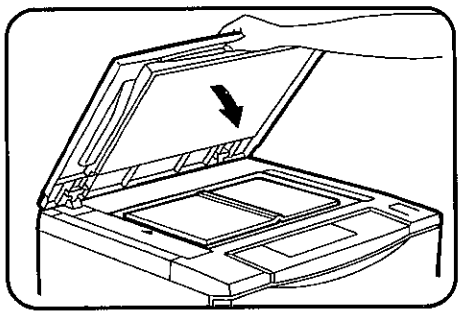
3 Press the CASSETTE SELECT key to select the desired paper size.

4 Set the copy number and press the print button.

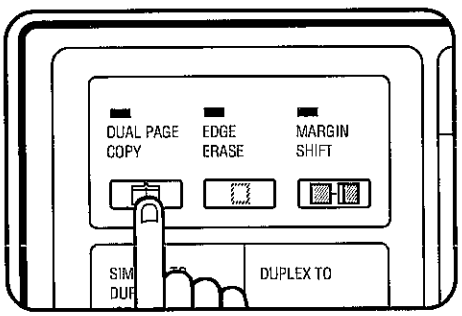
DUAL PAGE COPYING



DUAL PAGE COPY produces individual copies of two documents placed side by side on the document glass. It is especially useful when copying books and other bound documents and can be used with the MARGIN SHIFT feature.

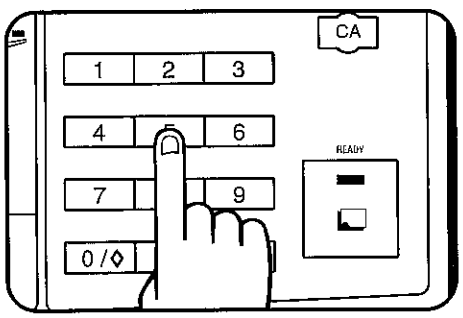


1 **Place the originals on the document glass with the center of the two pages aligned with the paper size index (A4 or 8-1/2" ⌂). Close the document cover.**

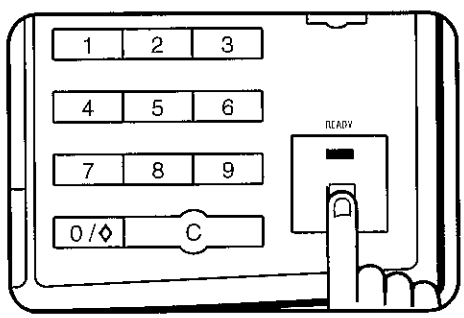


2 **Press the DUAL PAGE COPY key.**

- Press the MARGIN SHIFT key to leave a binding margin on the copy. See page 17.
- To erase shadows caused by document binding, use the EDGE ERASE feature.



3 **Set the copy number.**

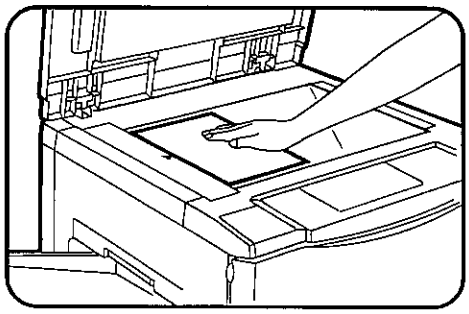


4 **Press the print button.**

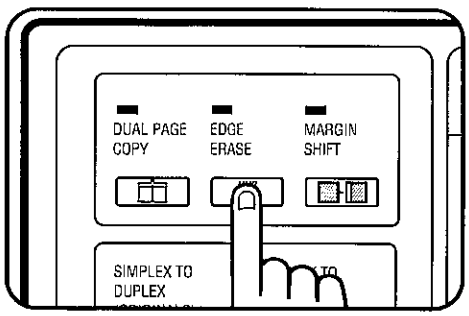
EDGE ERASE

← The shaded area is erased.

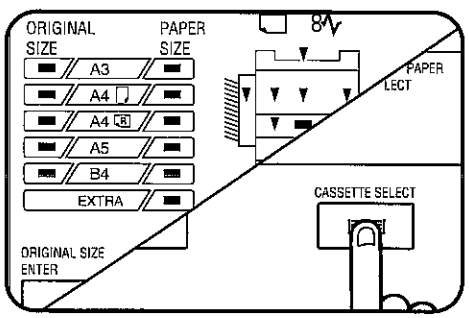
The EDGE ERASE feature erases dark areas from the copy edges for a neater, cleaner copy. It is especially useful when copying thick documents which might create shadow lines at their edges.



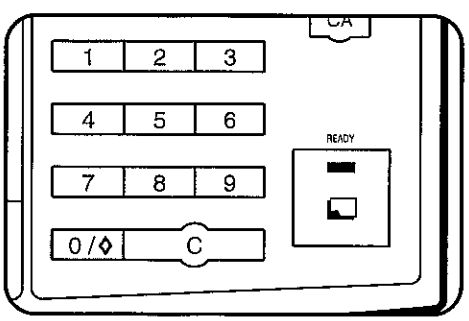
1 **Place the original on the document glass.**



2 **Press the EDGE ERASE key.**



3 **Select the desired paper size.**

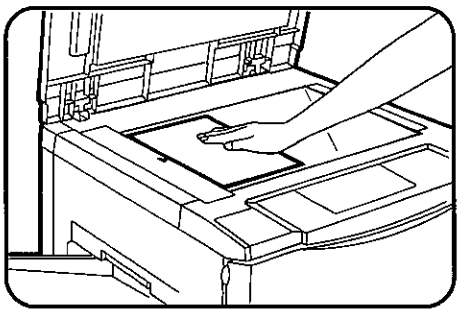


4 **Set the copy number.**

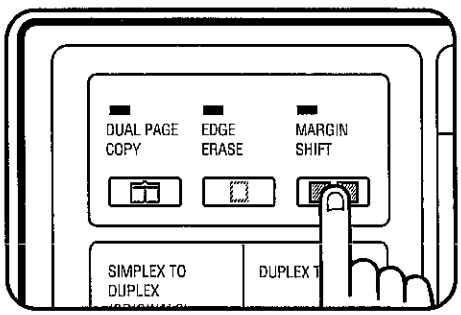
5 **Press the print button.**

MARGIN SHIFT

The MARGIN SHIFT feature automatically shifts text or images on the copy to increase the left margin by approximately 10 mm (1/4"), allowing more room for binding.

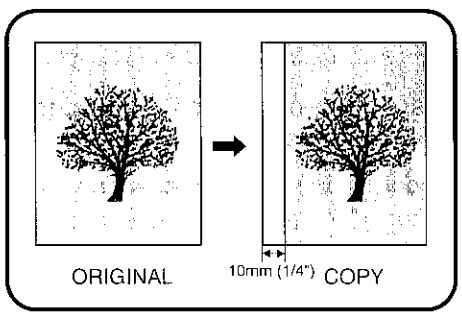


1 **Set the original on the document glass.**



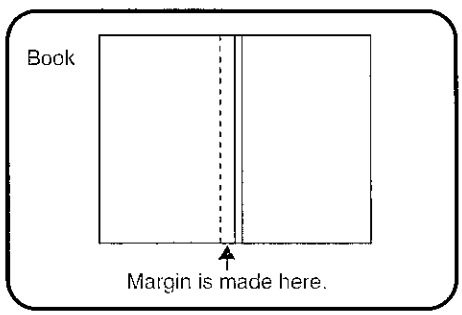
2 **Press the MARGIN SHIFT key.**

3 **Proceed with the desired copying procedure.**



Normal SHIFT copying

The margin on the left side of the copy will increase.

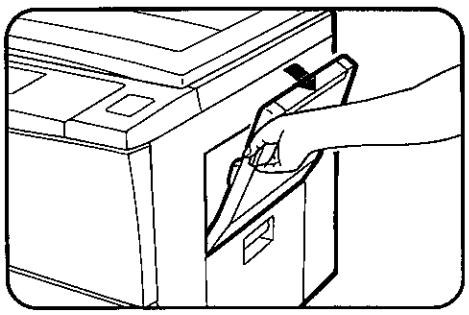


Dual page SHIFT copying

MARGIN SHIFT can be used with DUAL PAGE COPY. The margin will only be increased on the left page. See page 15 for DUAL PAGE COPYING.

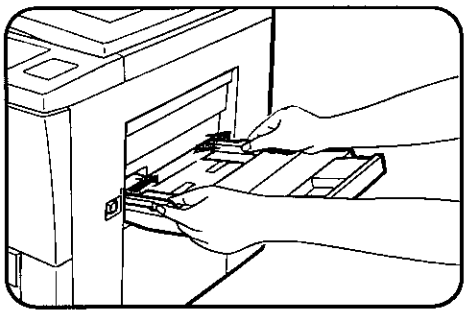
SPECIAL PAPERS (manual feed)

The manual feed tray is used to copy onto transparency films, labels, tracing paper, and other special purpose papers. The manual feed tray is automatically selected when paper is placed on it.

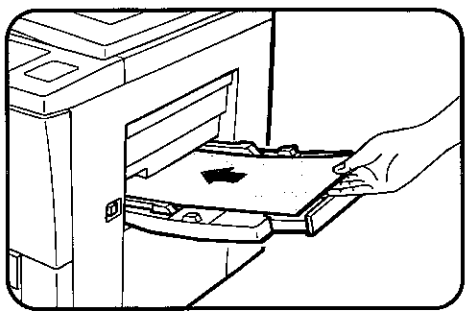


1 **Open the manual feed tray.**

- Be sure to extend the tray when feeding B4 or A3 (8-1/2" x 14" or 11" x 17") sized paper.

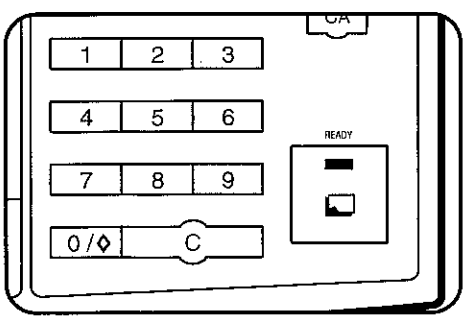


2 **Set the manual feed tray guides to the width of the copy paper.**



3 **Insert the copy paper all the way into the manual feed tray.**

- Transparency films, labels, tracing paper, and other special purpose papers must be fed individually.
- Up to 50 sheets of standard copy paper measuring from A5 to A3 (8-1/2" x 5-1/2" to 11" x 17") can be loaded in the manual feed tray.



4 **Leave the copy number at 0 if using special papers. Set the number of copies if using standard copy paper.**

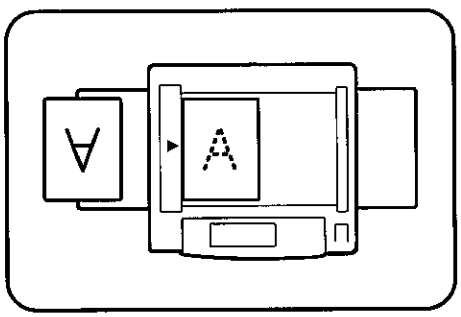
5 **Press the print button.**

TWO-SIDED COPYING

Two-sided copies can be made on the SF-2022 using the manual feed tray, or by pressing the SIMPLEX TO DUPLEX key. (The SIMPLEX TO DUPLEX key only functions when a duplex module is installed.)

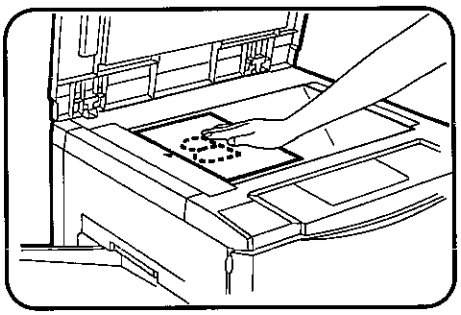
To copy automatically in the DUPLEX TO DUPLEX mode, an optional duplex module and an optional RADF must be installed. See pages 47 for details.

Using the manual feed tray



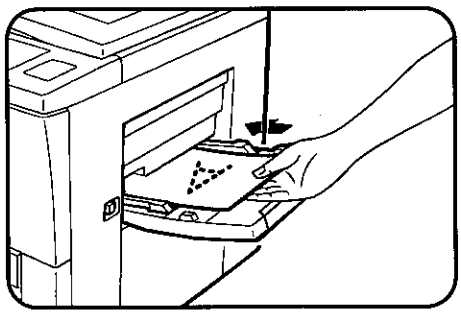
1 **Place the first original on the document glass and make a copy.**

- The first side of the copy can be made using any of the paper feed stations.



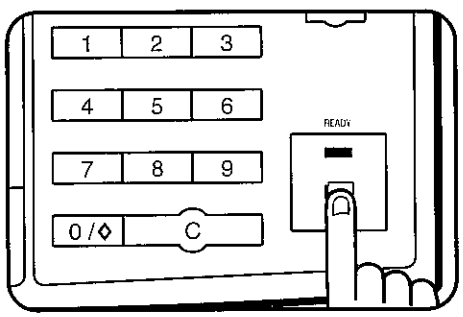
2 **Replace the first original with the second original.**

- Make sure the first and second originals are oriented the same way on the document glass.



3 **Turn the first copy over side to side and place it on the manual feed tray.**

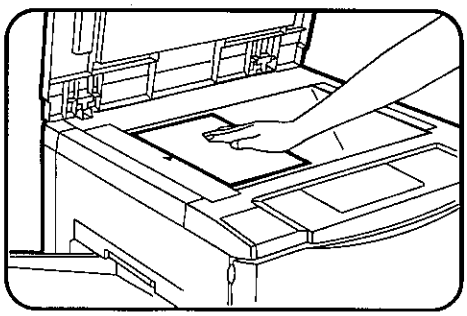
- Be sure to feed the second-side copies one sheet at a time.
- Do not turn the copy end for end.



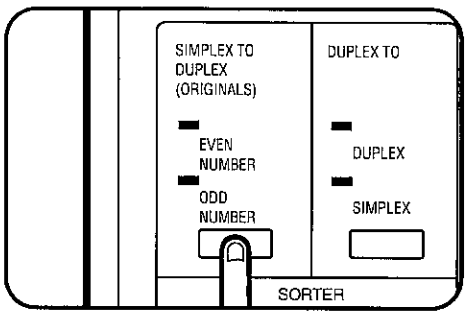
4 **Press the print button.**

Using the SIMPLEX TO DUPLEX key

The SIMPLEX TO DUPLEX key functions only when a duplex module is installed.

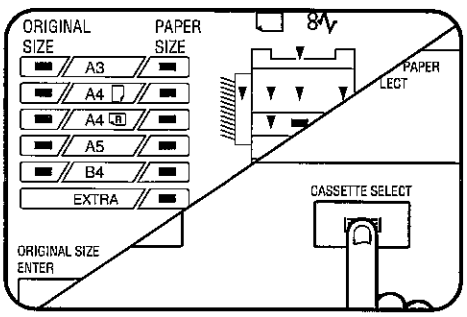


1 **Set the first original face down on the document glass.**



2 **Press the SIMPLEX TO DUPLEX key to select EVEN NUMBER.**

- ODD NUMBER copying is only possible when copying from an optional ADF or RADF.

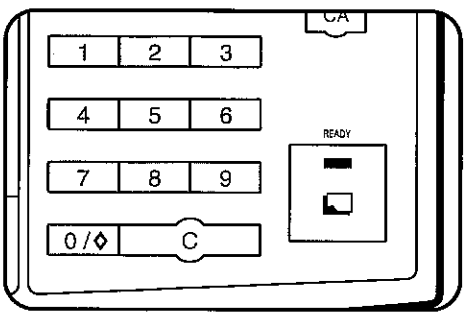


3 **Select the desired paper size.**

- Paper sizes A5, A4, A4R, B4 (8-1/2" x 11", 8-1/2" x 11"R, 8-1/2" x 14"), and A3 (11" x 17") can be selected. Other sizes cannot be selected.

4 **Set the copy number.**

- The maximum number of copies in the duplex mode is 50 for A5, A4, A4R (8-1/2" x 11", 8-1/2" x 11"R) and 30 for the other size copy papers.



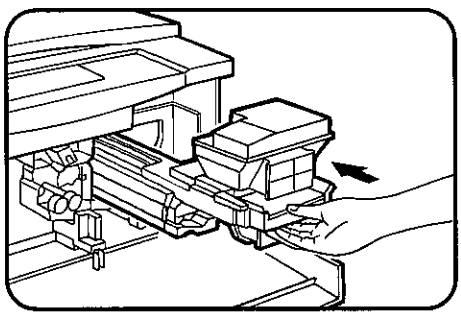
5 **Press the print button.**

6 **Set the second original and press the print button again to copy onto the other side.**

- To cancel a copy run during duplex copying, press the clear key [C]. Manually remove the copies remaining in the duplex module or press the print button for automatic removal and delivery to the exit tray.
- To cancel the duplex mode, press the SIMPLEX TO DUPLEX key until the indicator goes out.

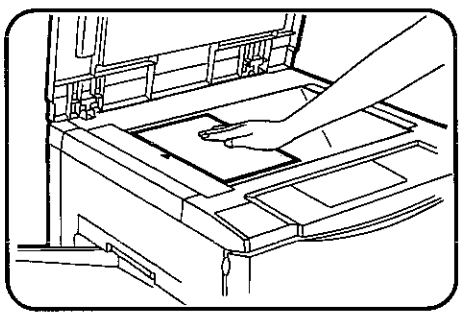
SINGLE COLOUR COPYING

Sharp colour copy kits and colour developer units (sold separately) can be installed to copy one colour at a time. Multiple colours can be copied onto the same page by changing the colour developer units.

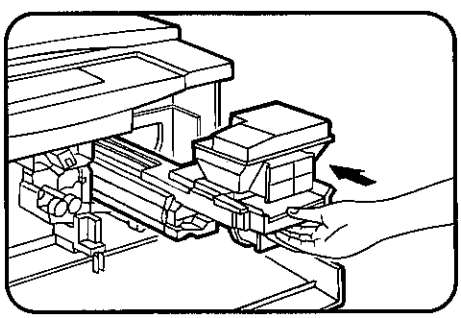


1 **Install the desired colour developer unit.**

- See the next page.
- The COLOR TONER indicator on the operation panel will light.



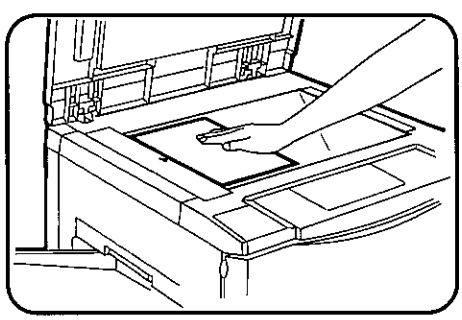
2 **Set the original, select the desired Copier functions, and press the print button.**



3 **To copy with an additional colour, change the colour developer unit.**

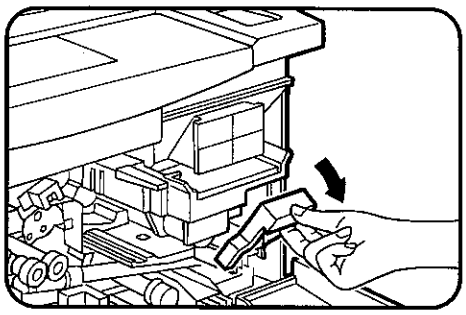
4 **Feed the copy (from step 2 above) face up from the manual feed tray.**

- Colour copies must be fed individually.



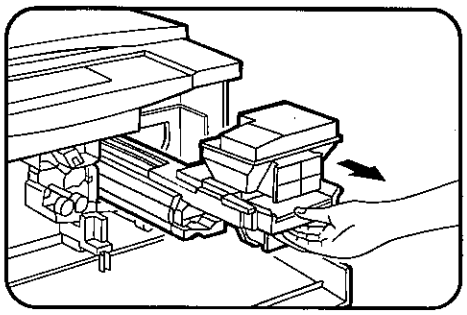
5 **Repeat steps 2 to 4 for each additional colour.**

Replacing the developer unit

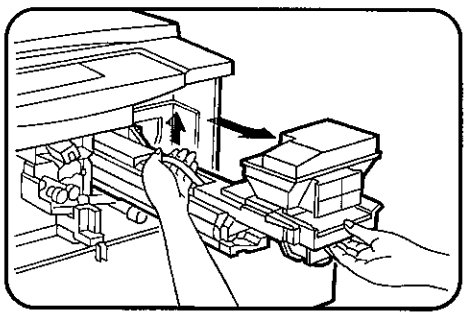


1 Open the front cover.

2 Pull down the developer unit lock lever.

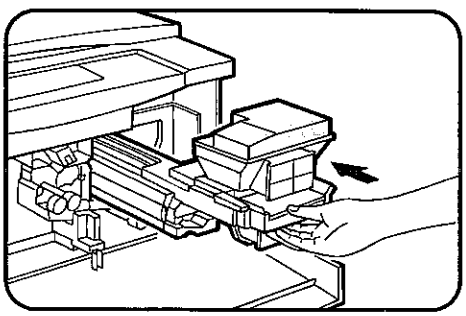


3 Pull the developer unit out slowly until it stops.



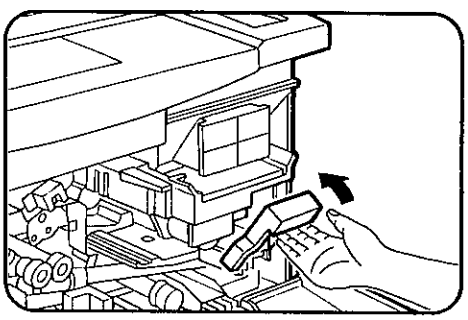
4 Release and remove the developer unit by lifting it by the green strap.

- Store the developer unit in its storage box when not in use.



5 Install the new developer unit.

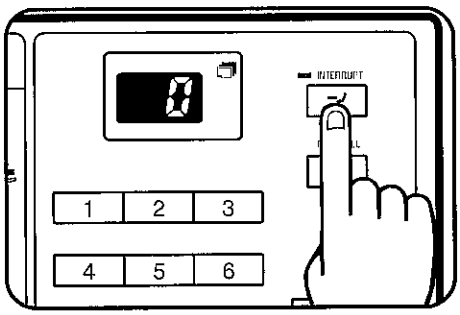
6 Slide the developer unit into the Copier.



7 Turn the developer unit lock lever back into place and close the front cover.

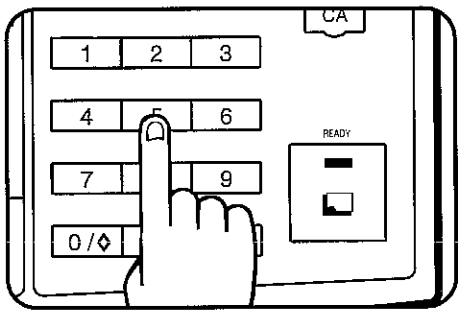
INTERRUPTING A COPY RUN

INTERRUPT is used to interrupt a long copy run so that another job can be done.
INTERRUPT does not function during duplex copying. Also note that duplex copies cannot be made during the INTERRUPT mode.



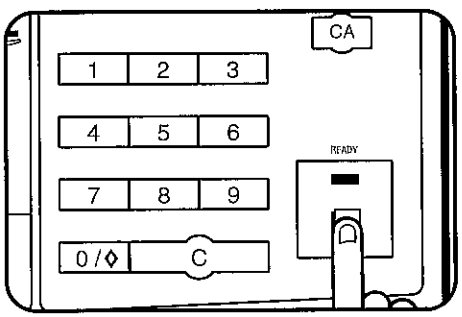
1 **Press the INTERRUPT key.**

2 **When the Copier stops, set the new original.**

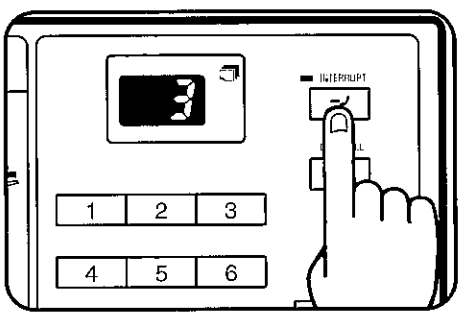


3 **Select the desired Copier functions.**

4 **Set the copy number.**



5 **Press the print button.**



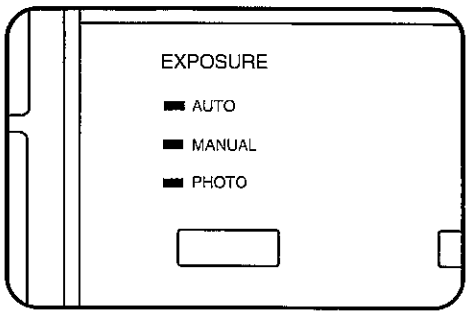
6 **When all INTERRUPT copies are finished, press the INTERRUPT key again to cancel the INTERRUPT mode.**

- The previous copy number, copy ratio, and paper size will be automatically reset.

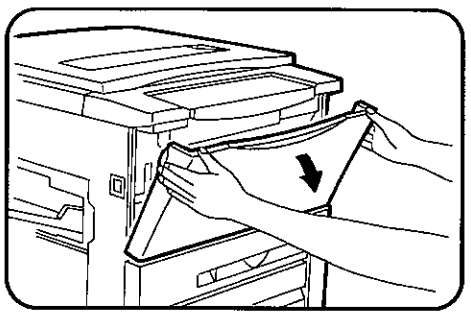
7 **Set the original(s) for the interrupted job and press the print button.**

AUTOMATIC EXPOSURE ADJUSTMENT

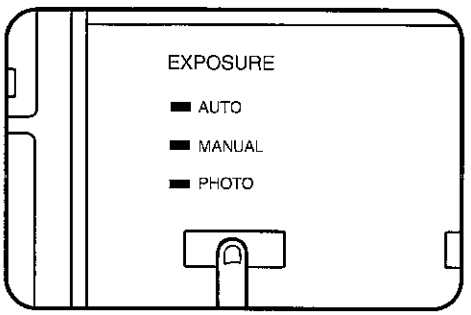
The automatic exposure level can be adjusted to suit your copying needs.



1 **Check that the Copier is in the AUTO exposure mode.**

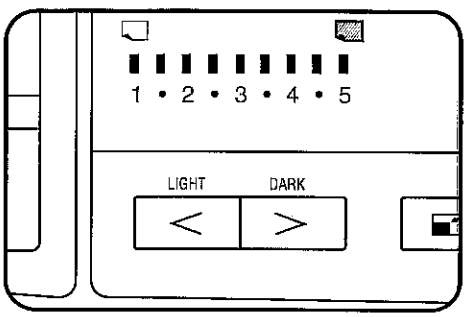


2 **Open the front cover.**



3 **Press the AUTO/MANUAL/PHOTO key for approximately 3 seconds.**

- An EXPOSURE indicator will light.



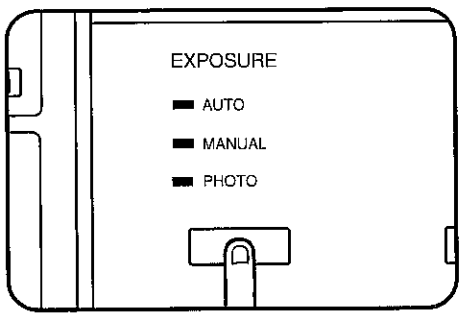
4 **Press the LIGHT or DARK key to lighten or darken the automatic exposure level.**

5 **Close the front cover.**

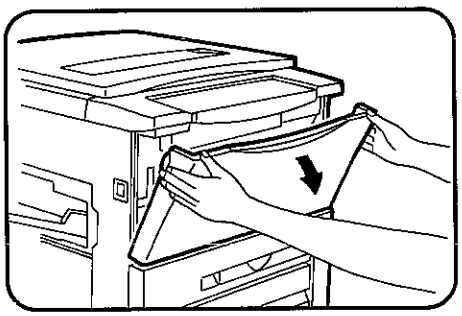
- This automatic exposure level will remain in effect until you change it again.

TONER SAVE MODE

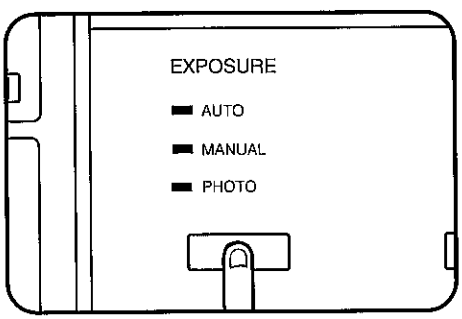
This mode reduces toner consumption, increasing cost effectiveness, with only a slight loss in copy density. Follow the procedure below for setting the toning level.



1 **Press the AUTO/MANUAL/PHOTO key to select the PHOTO mode.**

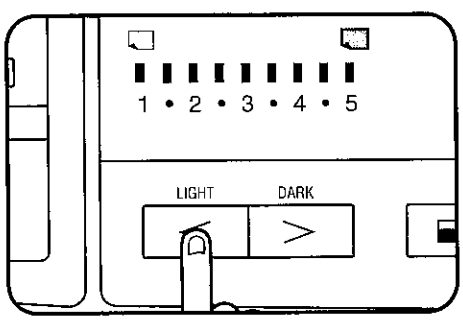


2 **Open the front cover.**



3 **Press the AUTO/MANUAL/PHOTO key for approximately 3 seconds.**

- The "3" EXPOSURE indicator will light. This indicates the standard toning level.



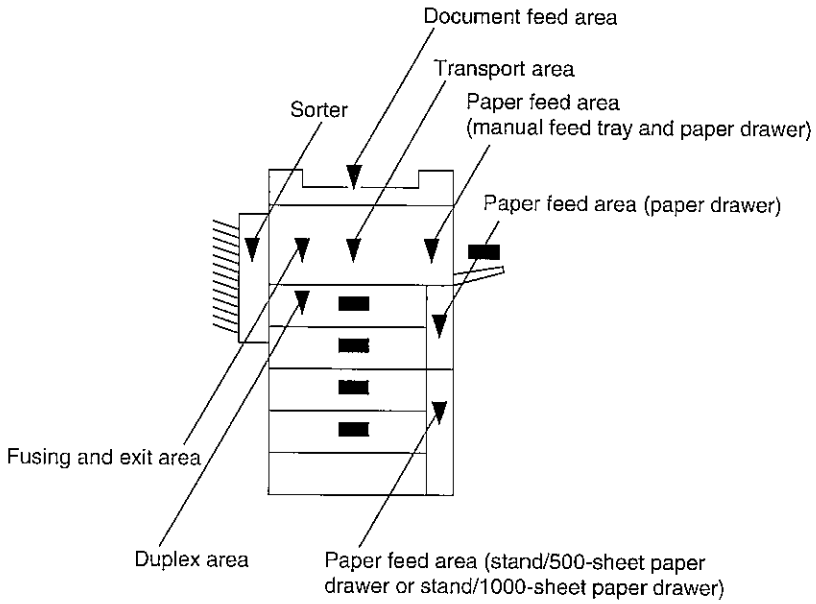
4 **To enter the toner save mode, press the LIGHT key until the "1" EXPOSURE indicator lights.**

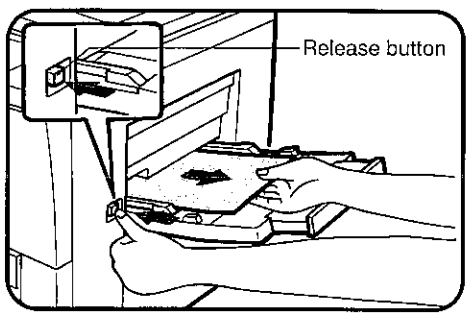
- This toner save mode will remain in effect until the toning level is reset to the standard value "3".

MISFEED REMOVAL

The Copier will stop when a misfeed occurs. The misfeed indicator [8] will blink, and blinking red misfeed indicators will indicate the general problem location.
After removing the misfeed, open and close the front cover and ensure that all the misfeed indicators have gone out.
If paper becomes accidentally torn during removal, be sure to remove all pieces.
Be careful not to damage the photoconductive drum or the corona wires.

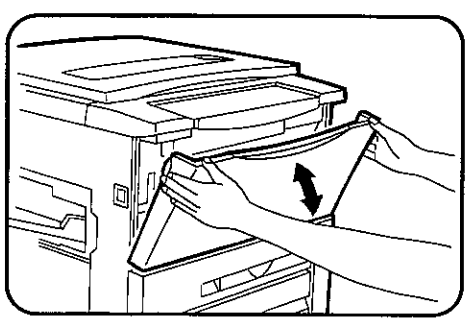
First confirm the misfeed location.
For misfeeds in optional equipment, see their respective sections.


Document feed area
Transport area
Sorter
Paper feed area
(manual feed tray and paper drawer)
Paper feed area (paper drawer)
Fusing and exit area
Duplex area
Paper feed area (stand/500-sheet paper drawer or stand/1000-sheet paper drawer)



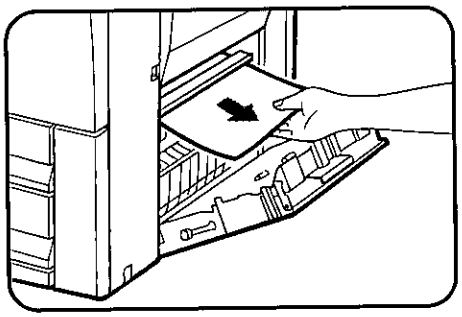
Manual feed tray

1 **While pressing the manual feed release button, gently pull the misfed paper out.**



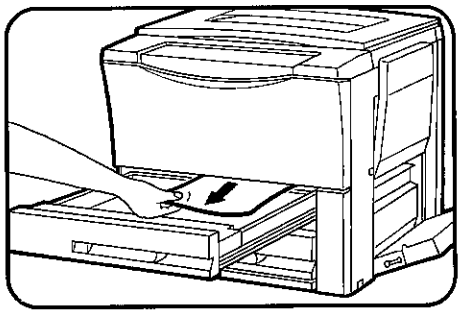
2 **Open and close the front cover to cancel the misfeed indicator.**

Paper drawer



1 **Open the side cover and remove the misfed paper.**

- Be careful not to tear the misfed paper during removal.



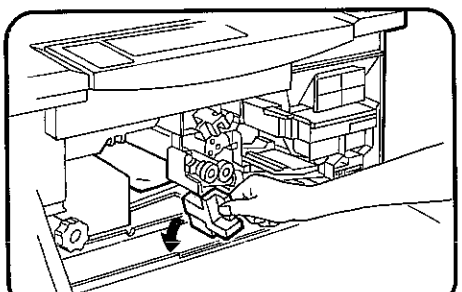
2 **If the paper cannot be seen from the side, draw out the paper drawer and remove the misfed paper.**

- Be careful not to tear the misfed paper during removal.

3 **Close the paper drawer and side cover.**

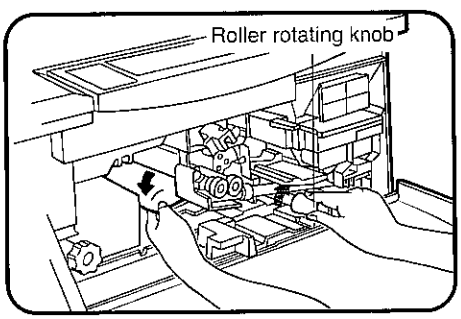
- Confirm that the misfeed indicator has gone out.

Transport area

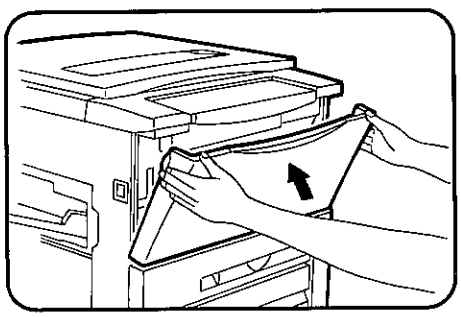


1 **Open the front cover.**

2 **Turn the transport lever to the left.**

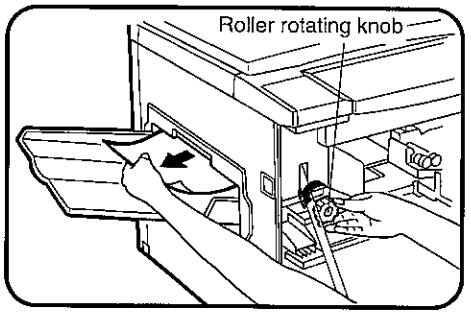


3 **Turn the roller rotating knob in the indicated direction and remove the paper.**



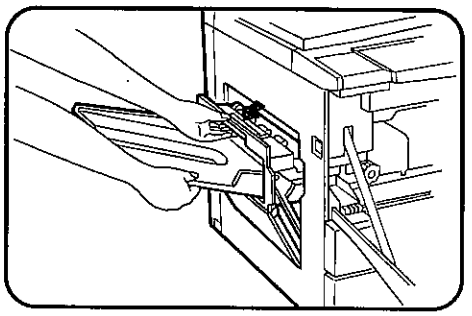
4 **Turn the transport lever back into place and close the front cover.**

Fusing and exit area



1 **Open the front cover.**

2 **Turn the roller rotating knob in the direction of the arrow and remove the paper from the fusing area.**



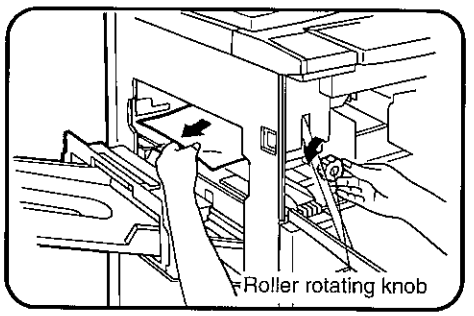
3 **If the misfed paper is in the exit area, remove the misfed paper from the left side of the Copier.**

4 **Open the exit area cover carefully.**

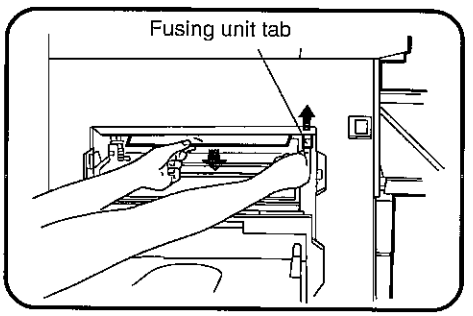
- Be careful not to drop the exit tray.

CAUTION

The fuser area is hot! Use care in removing paper.



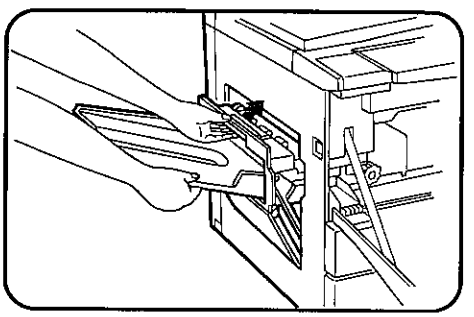
5 **Turn the roller rotating knob in the direction of the arrow and remove the paper.**



- If the misfed paper is deep in the fusing unit, lift the fusing unit tab and remove any misfed paper.

CAUTION

The fusing unit is hot! Be sure to touch only the green tab or the green roller rotating knob.

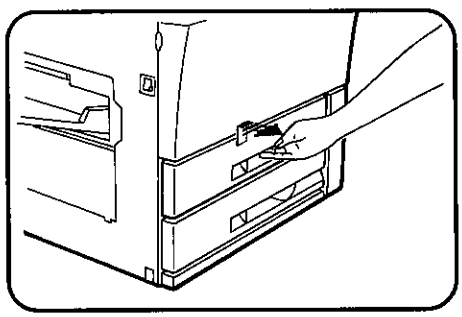


6 **Close the exit area cover.**

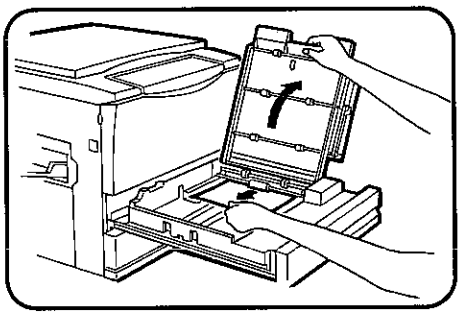
7 **Close the front cover.**

- Confirm that the misfeed indicator has gone out.

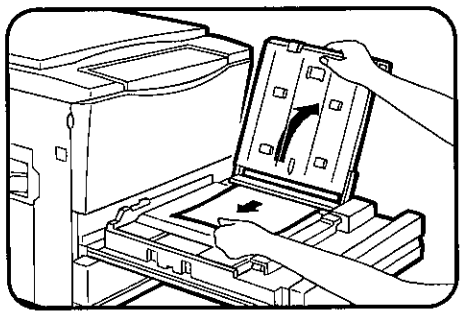
Duplex module



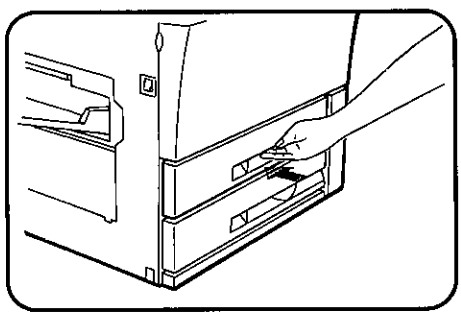
1 **Draw out the duplex module.**



2 **Lift up the upper and lower paper guides, and remove the misfed paper.**



- When a misfeed occurs inside the paper guides, open the upper paper guide and remove the misfed paper.

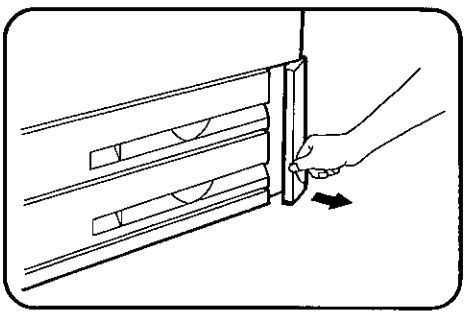


3 **Close the duplex module**

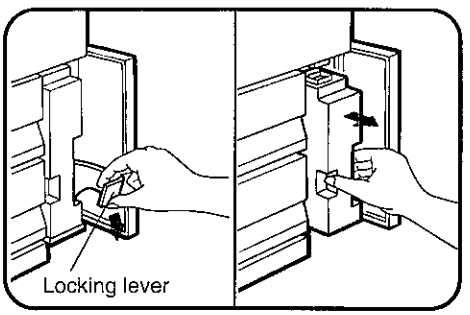
- Confirm that the misfeed indicator has gone out.

USED TONER DISPOSAL

The [indicator] indicator will blink when the toner collecting container is full.
The Copier will stop and will not operate until a new container has been installed.

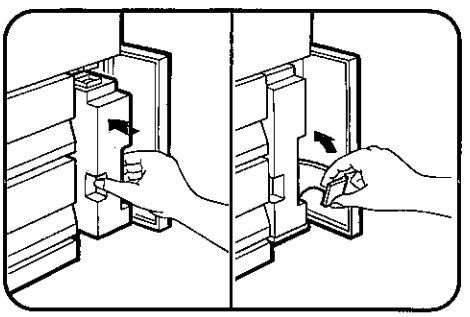


1 **Open the toner collecting container cover.**

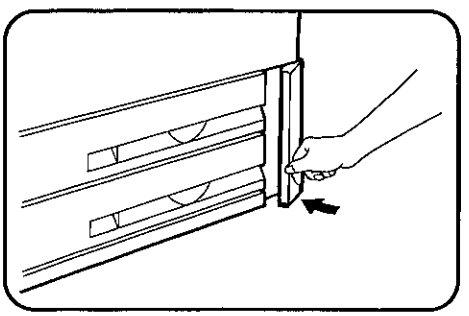


2 **Turn the locking lever toward you and remove the toner collecting container.**

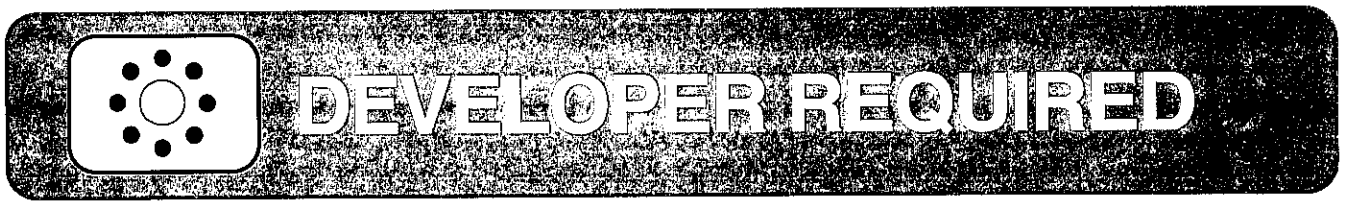
- Toner cannot be recycled. Do not transfer used toner to the toner hopper.
- Remove the cap from a new toner collecting container and cover the full toner collecting container with the new cap.
- Keep the full toner collecting container until the next regular service call. Your authorised Sharp Service Technician will collect the container for disposal.



3 **Put the new toner collecting container into place and turn the locking lever back into position.**



4 **Close the toner collecting container cover.**

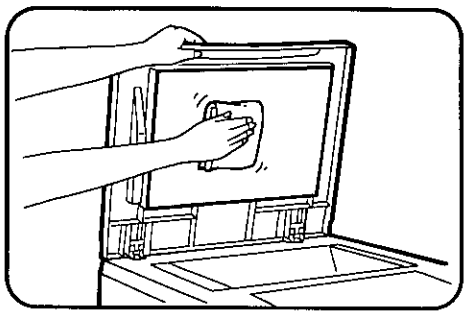


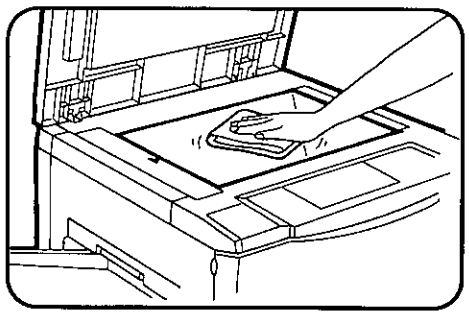
When the [☼] indicator lights, the developer should be replaced. DEVELOPER REPLACEMENT SHOULD ONLY BE DONE BY AN AUTHORISED SHARP SERVICE TECHNICIAN. Contact your Service Centre as soon as possible.

When the [🚶] indicator lights, service by an authorised Sharp Service Technician is required. Contact your Service Centre as soon as possible.

USER MAINTENANCE

Proper care is essential for clean, sharp copies. Please take a few minutes to regularly clean your SF-2022 Copier.





Document glass and document cover

Stains on the document glass or document cover will also be copied. Wipe the document glass and document cover with a soft, clean cloth.

- If necessary, dampen the cloth with water. Do not use thinner, benzene, or similar volatile cleaning agents.

COPIER TROUBLE?

Symptoms	Remedy	
Copier does not operate.	• Copier plugged in?	Plug the Copier into a grounded outlet.
	• Power switch ON?	Turn the power switch ON.
Copies are too dark or too light.	• Copy density properly adjusted?	See pages 12 and 24.
Blank copies.	• Is the original placed face down?	Place the original face down on the document glass.
Copies smear if rubbed.	• Paper too heavy?	Use copy paper within the specified range. See page 3.
	• Paper damp?	Replace with dry copy paper. Be sure to store copy paper in a dry location. See page 36.

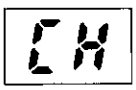
Symptoms	Remedy	
Paper misfeeds frequently.	• Non-standard paper used?	Use standard paper. If using special papers, feed the paper through the manual feed tray. See pages 3 and 18.
	• Paper drawers properly installed?	Make sure the drawers are firmly installed. See page 8.
	• Pieces of paper inside Copier?	Remove all pieces of misfed paper. See page 26.
	• Paper curled or damp?	Store copy paper flat in the wrapper in a dry location. See page 36.
Dust, dirt, smudges appear on copies.	• Document glass or document cover dirty?	Clean regularly. See page 32.
	• Original smudged or blotchy?	Use a clean original.
	• Is the indicator on?	Developer is required. Contact your Sharp Service Centre as soon as possible. See page 31.
	• Is the indicator on?	Maintenance is required. Contact your Sharp Service Centre as soon as possible. See page 31.

Symptoms	Remedy	
Power is on but copying is not possible.	• Is the READY indicator off?	Copier is still warming up. Wait a few minutes.
	• Is the indicator on?	Copy paper is needed. See page 8, LOADING COPY PAPER.
	• Is the indicator blinking?	Toner is required. See page 10, ADDING TONER.
	• Is the indicator blinking?	Misfeed has occurred. See page 26, MISFEED REMOVAL.
	• Is the indicator blinking?	Toner collecting container is full. See page 30, USED TONER DISPOSAL.

Please contact your authorised Sharp Service Centre immediately if a problem persists after checking the above.

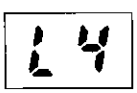
Self-diagnostic function

An automatic self-diagnostic function is built into the SF-2022. Should the Copier malfunction, the self-diagnostic function will locate the problem and stop the Copier to prevent damage. An alphanumeric code will flash on the copy quantity display.



Example 1
(CH) will light when any cover is open. Check these areas to ensure that they are all closed.

(CH) will blink if the developer unit has not been installed. Install a unit.



Example 2
Should the Copier completely stop and this code appear, contact your authorised Sharp Service Centre immediately.

SUPPLIES AND STORAGE

Standard SF-2022 supplies replaced by the user include copy paper, toner, and toner collecting container.
For best copying results, be sure to use only Sharp products.

Proper storage

1. Store SF-2022 supplies where it is:

- dry,
- an even temperature,
- not exposed to direct sunlight,
- clean.

2. Store copy paper in the wrapper and lying flat.

- Paper stored out of the wrapper or in packages standing on end may curl or get damp, resulting in paper misfeeds.

SPECIFICATIONS

Type	Desktop
Copy system	Dry, electrostatic transfer system
Originals	Sheets, bound documents
Original size	Max. A3 (11" x 17")
Copy sizes	Max. A3 (11" x 17"), min. A6 (8-1/2" x 5-1/2")
Copying speed (at 100% copy ratio)	22 copies/min. (A4 (8-1/2" x 11")) 14 copies/min. (B4 (8-1/2" x 14")) 12 copies/min. (A3 (11" x 17"))
Continuous copy	Max. 99 copies; subtractive counter
First copy time	4.1 sec.
Warm-up time	Approx. 90 sec.
Copy ratio	Variable 50% to 200% in 1% increments, total 151 steps; Fixed, 100%, 86%, 81%, 70%, 50%, 115%, 122%, 141%, 200% (100%, 95%, 77%, 64%, 50%, 121%, 129%, 141%, 200%)
Exposure system	Moving optical source, slit exposure (stationary platen) with automatic exposure function
Copy paper feed	One paper drawer with automatic feed (500 sheets) or two paper drawers with automatic feed (500 sheets each); manual feed tray with 50-sheet automatic feed capability
Fusing system	Heat rollers
Developer system	Magnetic brush development

Light source	Halogen lamp
Power supply	Local voltage ±10%
Power consumption	Max. 1.5 kW
Weight (with optional document cover SF-CV13)	Approx. 62.1 kg (137 lbs.) Approx. 66 kg (145.6 lbs.) (with 500-sheet paper drawer) Approx. 70 kg (154.4 lbs.)(with duplex module)
Copier dimensions (with optional document cover SF-CV13)	633(W) x 650(D) x 607(H) mm (24-59/64"(W) x 25-19/32"(D) x 23-29/32"(H))
Optional equipment	Document cover (SF-CV13) Automatic document feeder (SF-A14) Reversing automatic document feeder (SF-A54) 10-bin sorter (SF-S14) 20-bin sorter (SF-S15) 20-bin staple sorter (SF-S52) Stand/500-sheet paper drawer (SF-D20) Stand/1000-sheet paper drawer (SF-D21) Duplex module (SF-DM11) 500-sheet paper drawer (SF-CM11) Personal counter (SF-71A/71B) Cassette (SF-IC11) Card counter (SF-EA11) Auditor (SF-EA12) Counter commander (SF-EA13)

*Specifications are subject to change for improvement without notice.

OPTIONAL EQUIPMENT

CONTENTS

Page

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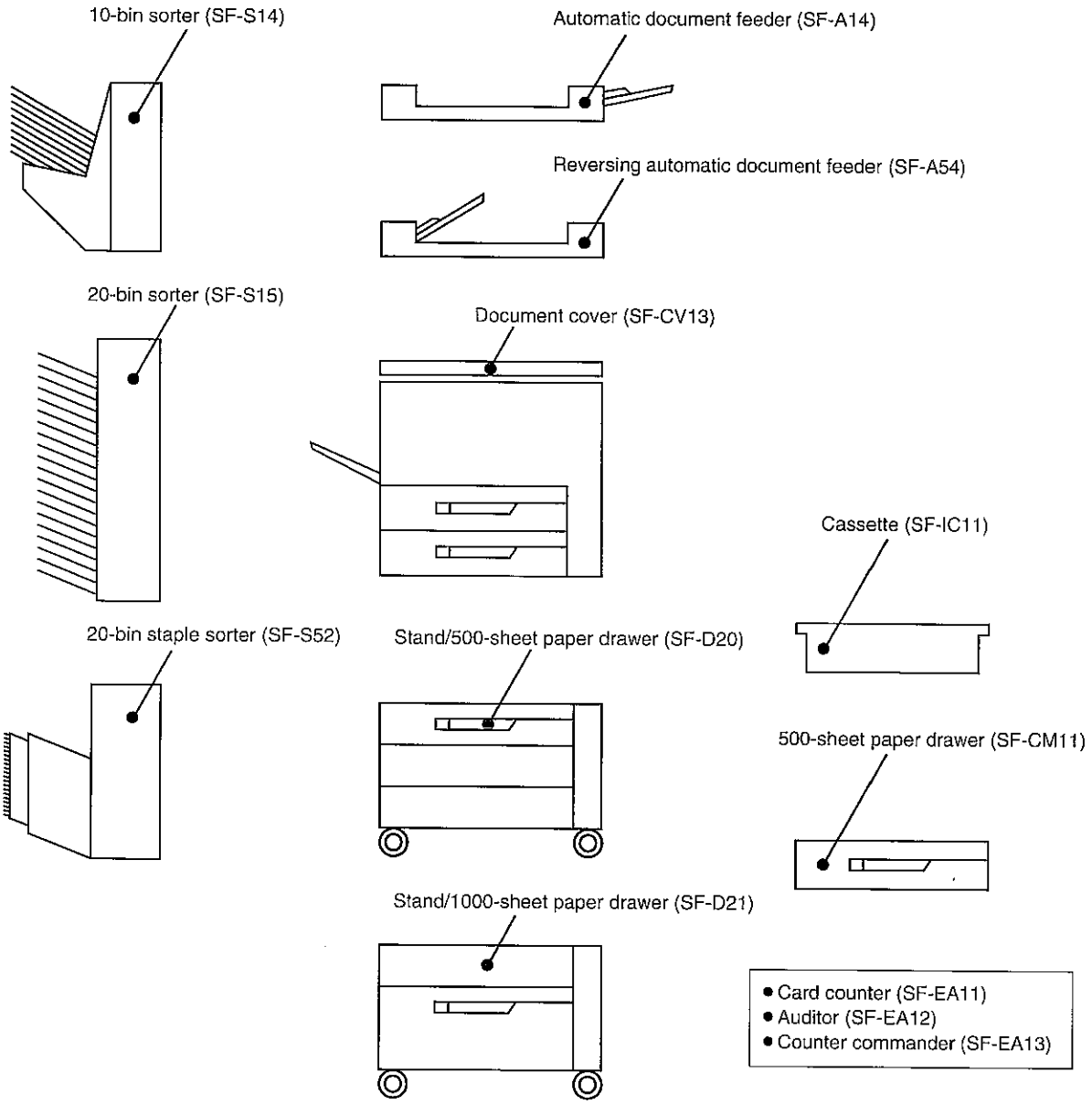
- 10-BIN SORTER (SF-S14) 50
- 20-BIN SORTER (SF-S15) 50
- 20-BIN STAPLE SORTER (SF-S52) 56
- STAND/500-SHEET PAPER DRAWER (SF-D20) 68
- STAND/1000-SHEET PAPER DRAWER (SF-D21) 68

Some options are not sold in some areas.

SYSTEM CONFIGURATION

A number of options are available for the SF-2022 Copier to configure a copier system to meet your needs. The options include the following.



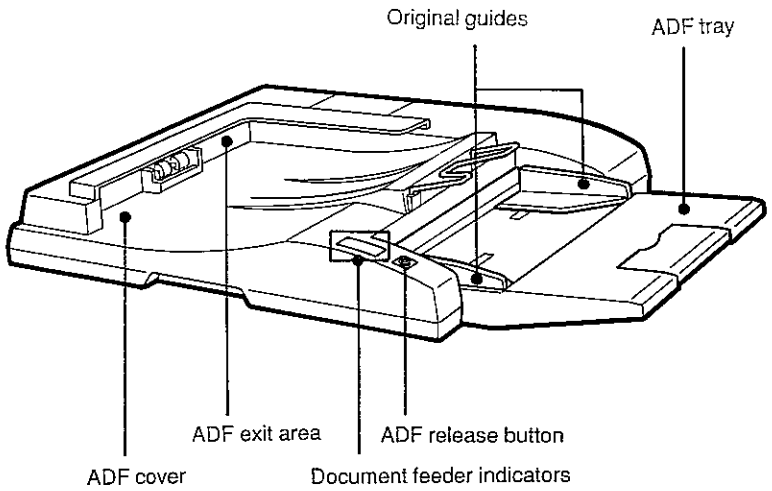
NOTE:
Operating instructions follow for the Document Feeders (SF-A14 and SF-A54), Sorters (SF-S14, SF-S15, and SF-S52), Stand/500-sheet paper drawer (SF-D20), and Stand/1000-sheet paper drawer (SF-D21). For other options, see their respective manuals.

Some options are not sold in some areas.

AUTOMATIC DOCUMENT FEEDER (SF-A14)

The ADF tray holds up to 50 originals for automatic feeding.
Note:
When very thin or transparent (A3, B4, A4R (11" x 17", 8-1/2" x 14", 8-1/2" x 11"R)) originals are copied, some variation of background density may be seen.
Also when the copied image is smaller than copy paper, a small amount of image void or a slight shadow line may occur at some zoom ratios.
It is recommended that originals of this type be overlaid with a white sheet of paper and copied manually from the document glass.

PART NAMES



Document Feeder Indicators

Original feed indicator
The originals in the tray will be fed.

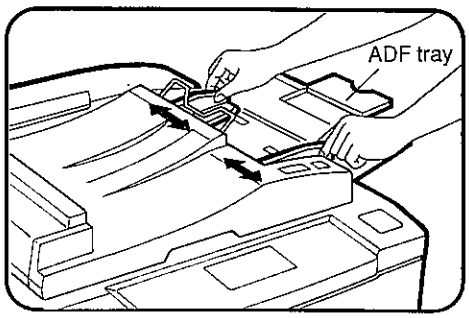
Original reminder
An original is still on the document glass.

Specifications

Acceptable originals	Weight: 50 to 128 g/m² (14 to 34 lbs.) Size: A5 to A3 (8-1/2" x 5-1/2" to 11" x 17") Up to 50 sheets for A5, A4, B4 and A3 (8-1/2" x 5-1/2", 8-1/2" x 11", 8-1/2" x 14" and 11" x 17"), provided the total aggregate thickness dose not exceed 6.5 mm or 1/4" (50 to 80 g/m² or 14 to 20 lbs.) or 5 mm or 3/16" (80 to 128 g/m² or 21 to 34 lbs.).
Power supply	Drawn from the copier.

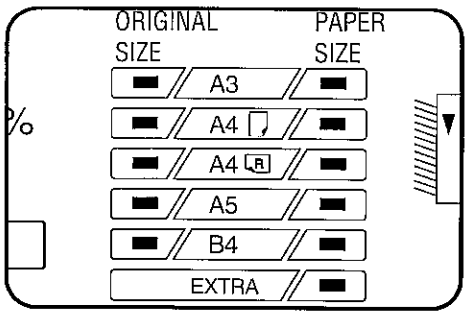
*Specifications are subject to change for improvement without notice.

Normal copying

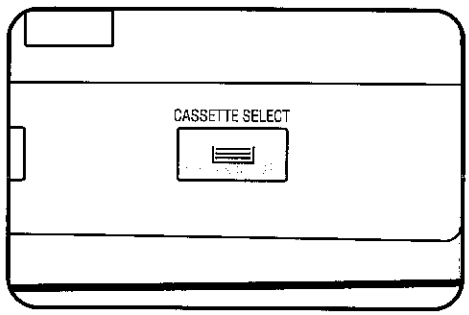


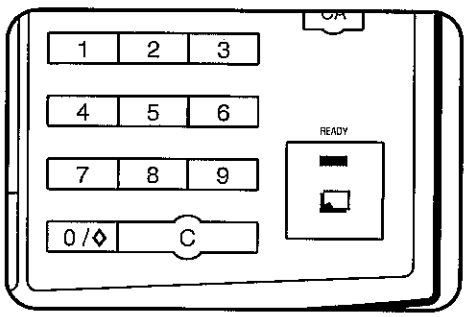
1 **Set the original guides to the width of the original(s), and set the original(s) on the ADF tray face down with the last page on top.**

- Extend the tray when setting B4 or A3 (8-1/2"x14" or 11"x17") sized originals.



- The ORIGINAL SIZE indicator for the detected original size will light.
- Different size originals of the same width can be placed on the ADF tray and automatically copied onto their respective size copy paper.
  The automatic copy ratio selection will not function in this case.
- Be sure to remove any staples or paper clips from the originals.
- The paper size matching the original size will be automatically selected. To copy onto a different size paper, press the CASSETTE SELECT key.

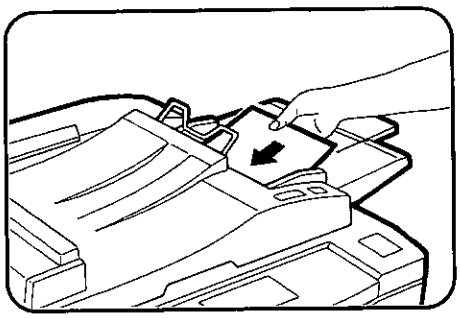




2 **Select all other desired Copier functions, set the copy number, and press the print button.**

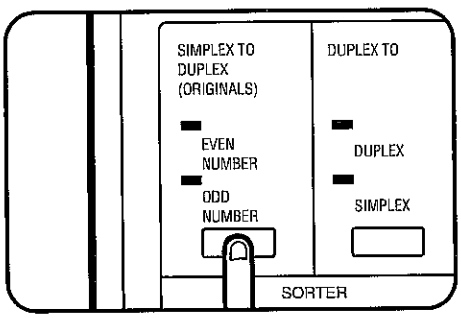
Duplex copying of single-sided originals

A duplex module must be installed in the Copier.



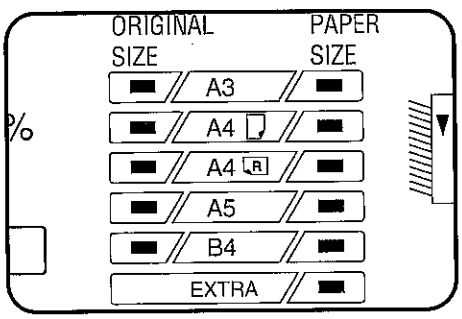
1 **Count the number of originals.**

2 **Set the originals face down on the ADF tray, and adjust the original guides.**

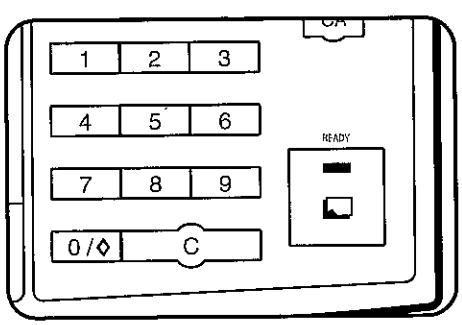


3 **Press the SIMPLEX TO DUPLEX key to select EVEN NUMBER or ODD NUMBER according to the number of originals.**

- Originals are fed from the ADF tray last page first. To ensure the proper order of duplex copies, the last page of an odd number set is copied single-sided and delivered to the exit tray.



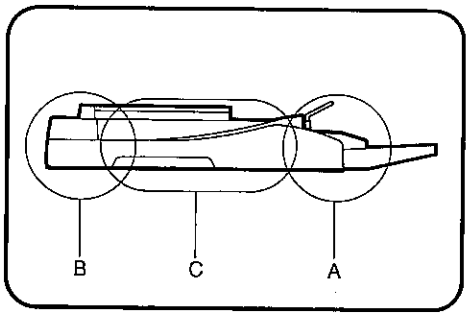
- The paper size matching the original size will be automatically selected. To copy onto a different size paper, press the CASSETTE SELECT key.
- Paper sizes A5, A4, A4R, B4 (8-1/2" x 11", 8-1/2" x 11"R, 8-1/2" x 14"), and A3 (11" x 17") can be selected. Other sizes cannot be selected.



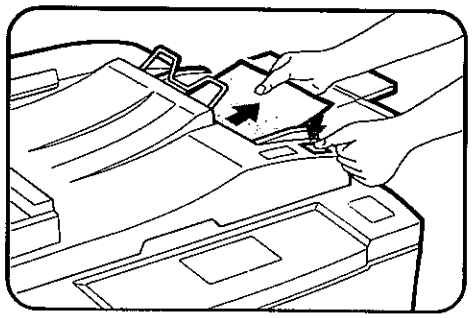
4 **Set the copy number and press the print button.**

- The maximum number of copies in the duplex mode is 50 for A5, A4, A4R (8-1/2" x 11", 8-1/2" x 11"R) and 30 for the other size copy papers.
- To cancel the duplex mode, press the SIMPLEX TO DUPLEX key until the indicator goes out.

Misfeed removal

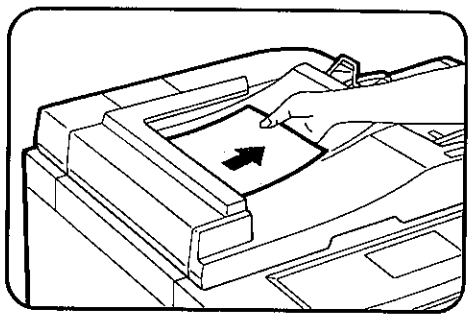


A paper misfeed may occur at one of three locations: (A) in the ADF tray, (B) in the exit area, or (C) under the transport belt.



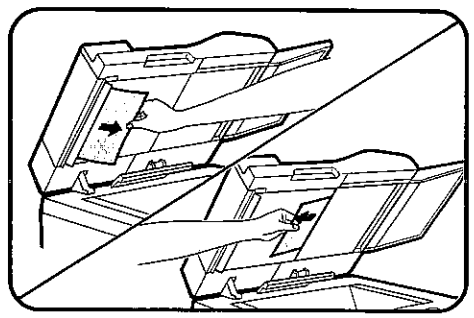
(A) Press the ADF release button and pull the original gently to the right and out from the ADF tray.

- Be sure to open and close the ADF cover to cancel the misfeed location indicator.



(B) Pull the original gently to the right.

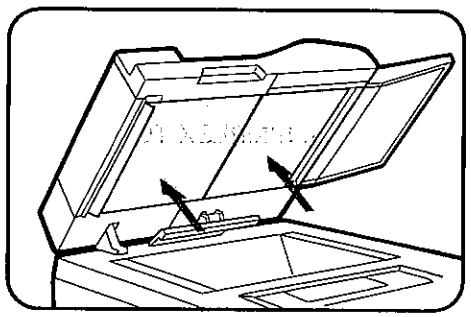
- Be sure to open and close the ADF cover to cancel the misfeed location indicator.



(C) Simply open the ADF cover and remove the original.

- A number will appear on the copy quantity display, indicating the number of originals that must be returned to the ADF tray.
  Return the originals and press the print button to resume copying.
- Remove the misfed original by pulling it in the direction indicated by the arrow. Do not pull in any direction other than that indicated by the arrow.

User maintenance

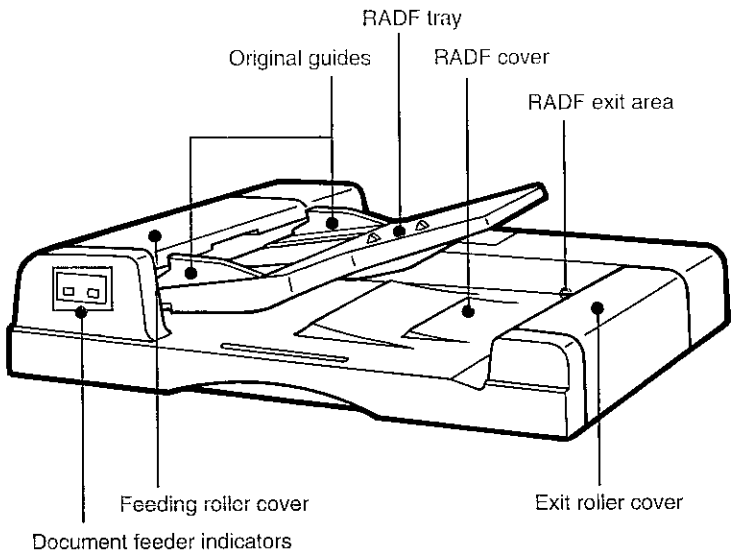


- Stains in the area of the ADF indicated by the arrow marks will also be copied.
  Wipe this area of the ADF with a soft, clean cloth.
- If necessary, dampen the cloth with water. Do not use thinner, benzene, or similar volatile cleaning agents.

REVERSING AUTOMATIC DOCUMENT FEEDER (SF-A54)

The RADF tray holds up to 50 originals for automatic feeding. Two-sided originals can be copied automatically without having to manually turn them over. Used together with a duplex module, duplex copies of two-sided originals can be made.

PART NAMES



Document Feeder Indicators

Original feed indicator

The originals in the tray will be fed.

Original reminder

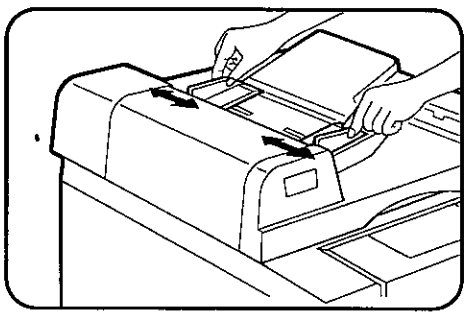
An original is still on the document glass.

Specifications

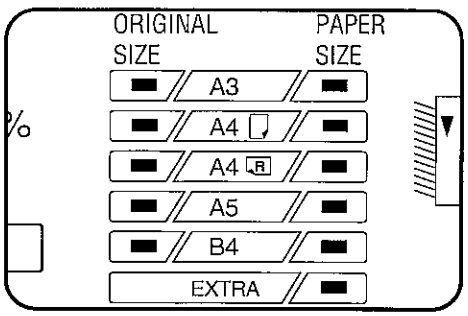
Acceptable originals	Weight: Single-sided original: 50 to 128 g/m² (14 to 34 lbs.) Two-sided original: 50 to 128 g/m² (14 to 34 lbs.) for A5 and A4 (8-1/2" x 5-1/2" and 8-1/2" x 11"). 50 to 110 g/m² (14 to 29 lbs.) for B4 and A3 (8-1/2" x 14" and 11" x 17"). Size: A5 to A3 (8-1/2" x 5-1/2" to 11" x 17") Number: Up to 50 sheet for A5, A4 and B4 (8-1/2" x 5-1/2", 8-1/2" x 11" and 8-1/2" x 14"), provided the total aggregate thickness dose not exceed 6.5 mm or 1/4" (50 to 80 g/m² or 14 to 20 lbs.) or 5 mm or 3/16" (80 to 128 g/m² or 21 to 34 lbs.). Up to 30 sheet for A3 (11" x 17").
Power supply	Drawn from the copier.

*Specifications are subject to change for improvement without notice.

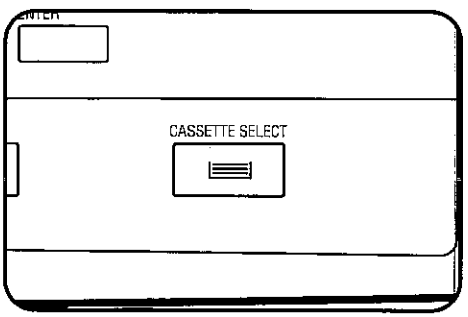
Normal copying

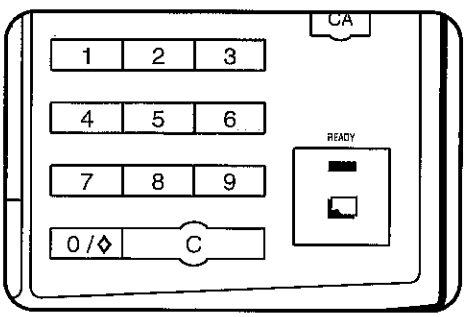


1 **Set the original guides to the width of the original(s), and set the original(s) on the RADF tray face up with the first page on top.**



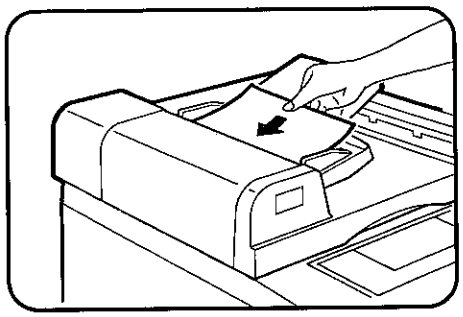
- The ORIGINAL SIZE indicator for the detected original size will light.
- Different size originals with the same width can be placed on the RADF tray and automatically copied onto their respective size copy paper.
  The automatic copy ratio selection will not function in this case.
- Be sure to remove any staples or paper clips from the originals.
- The paper size matching the original size will be automatically selected. To copy onto a different size paper, press the CASSETTE SELECT key.



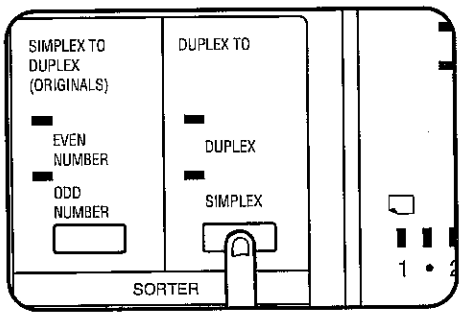


2 **Select all other desired Copier functions, set the copy number, and press the print button.**

Copying two-sided originals

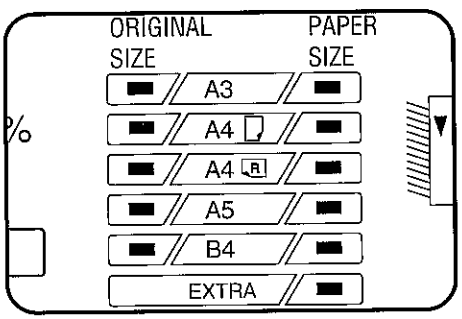


1 **Set the two-sided original(s) face up on the RADF tray and adjust the original guides.**

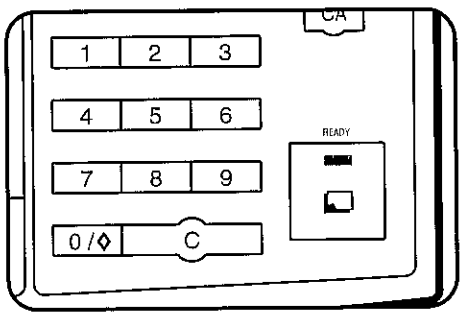


2 **Press the DUPLEX key.**

- Select SIMPLEX to make single-sided copies.
- Select DUPLEX to make duplex copies when a duplex module is installed.



- The paper size matching the original size will be automatically selected. To copy onto a different size paper, press the CASSETTE SELECT key.
- Paper sizes A5, A4, A4R, B4 (8-1/2" x 11", 8-1/2" x 11"R, 8-1/2" x 14"), and A3 (11" x 17") can be selected. Other sizes cannot be selected.

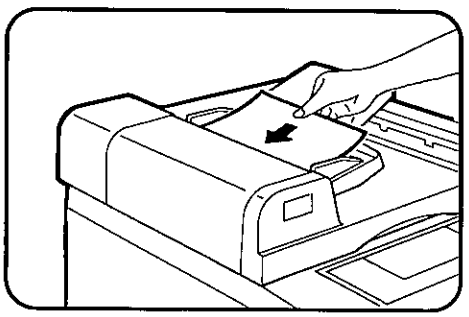


3 **Set the copy number and press the print button.**

- The maximum number of copies in the duplex mode is 50 for A5, A4, A4R (8-1/2" x 11", 8-1/2" x 11"R) and 30 for the other size copy papers.
- To cancel the duplex mode, press the DUPLEX key until the indicator goes out.

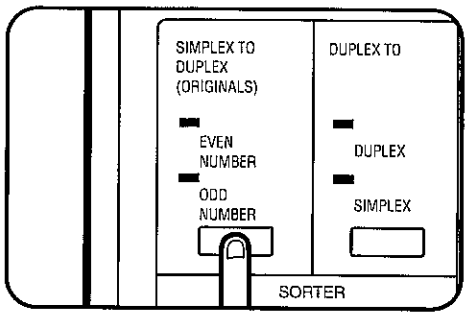
Duplex copying of single-sided originals

A duplex module must be installed in the Copier.



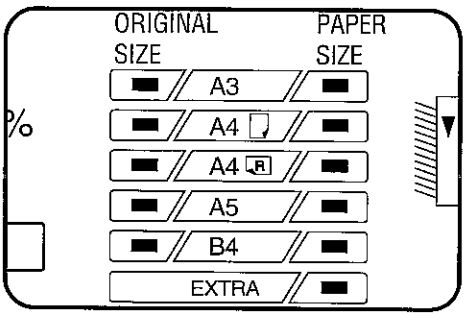
1 **Count the number of originals.**

2 **Set the originals face up on the RADF tray, and adjust the original guides.**

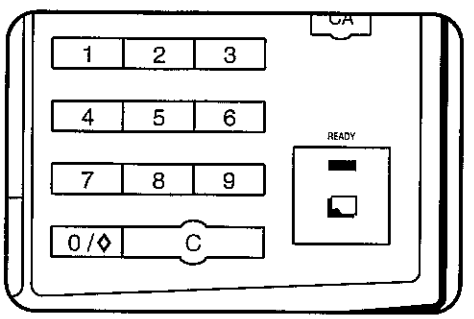


3 **Press the SIMPLEX TO DUPLEX key to select EVEN NUMBER or ODD NUMBER according to the number of originals.**

- To ensure the proper order of duplex copies, the last page of an odd number set is copied single-sided and delivered to the exit tray.



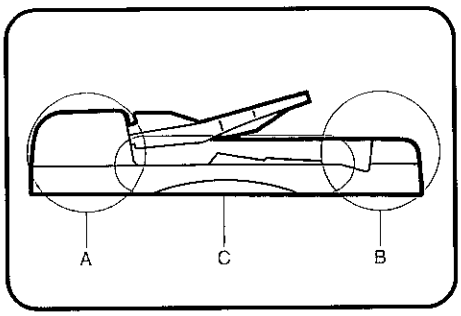
- The paper size matching the original size will be automatically selected. To copy onto a different size paper, press the CASSETTE SELECT key.



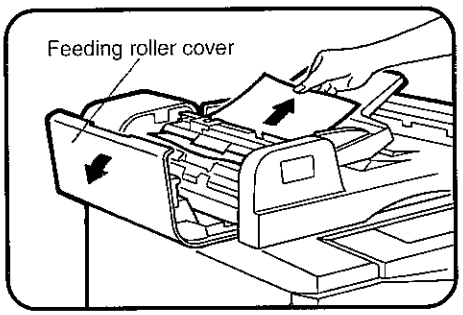
4 **Set the copy number and press the print button.**

- The maximum number of copies in the duplex mode is 50 for A5, A4, A4R (8-1/2" x 11", 8-1/2" x 11"R) and 30 for the other size copy papers.
- To cancel the duplex mode, press the SIMPLEX TO DUPLEX key until the indicator goes out.

Misfeed removal

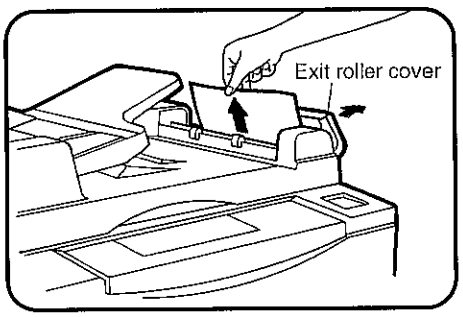


A paper misfeed may occur at one of three locations: (A) in the RADF tray, (B) in the exit roller, or (C) under the transport belt.



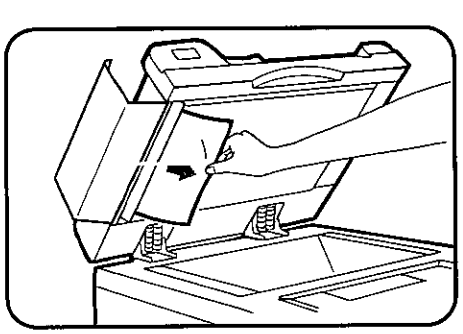
(A) Open the feeding roller cover and pull the original gently to the right and out from the RADF tray.

- Be sure to open and close the RADF cover to cancel the misfeed location indicator.



(B) Open the exit roller cover and gently pull the original out.

- Be sure to open and close the RADF cover to cancel the misfeed location indicator.



(C) Open the feeding roller cover, open the RADF cover and remove the original.

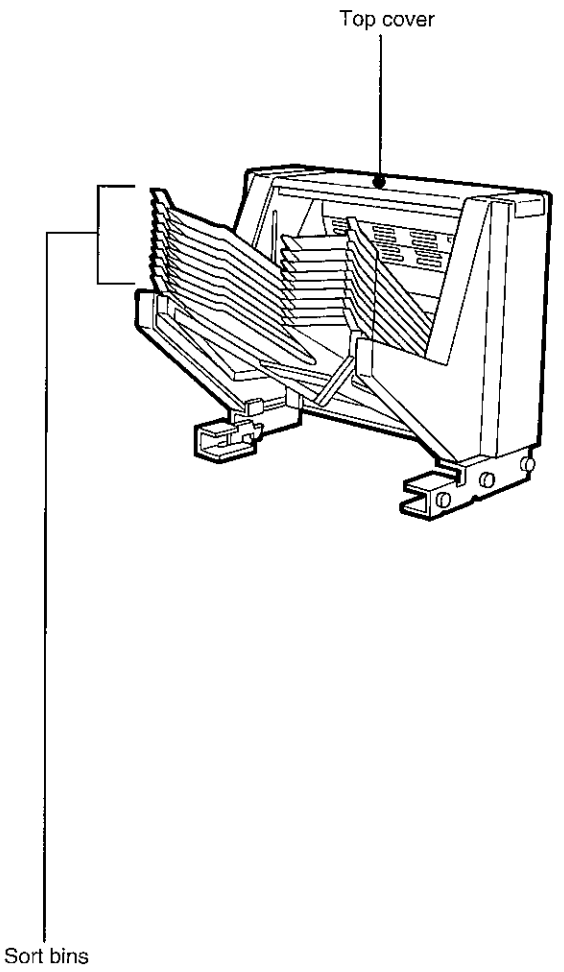
- A number will appear on the copy quantity display, indicating the number of originals which must be returned to the RADF tray. Return the originals and press the print button to resume copying.

10-BIN SORTER (SF-S14)
20-BIN SORTER (SF-S15)

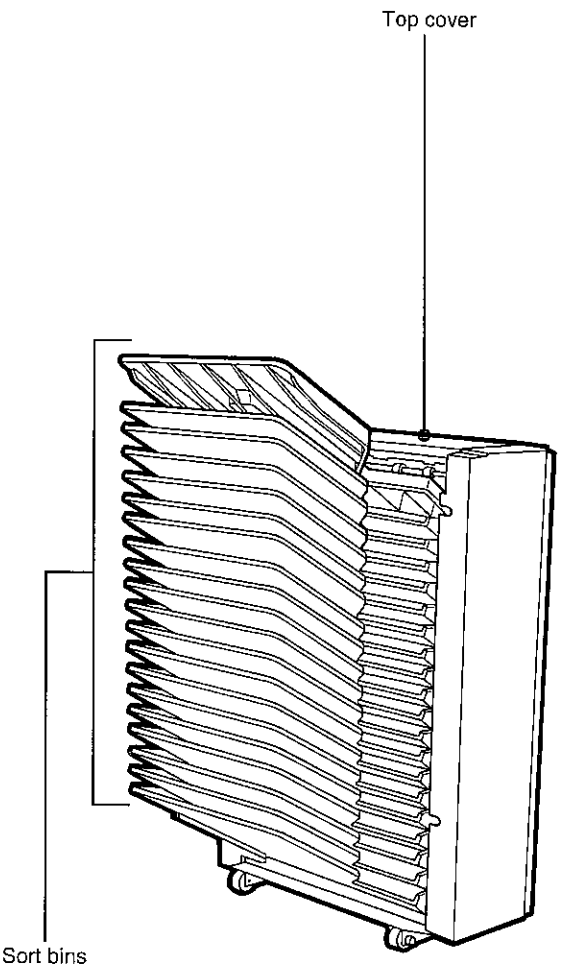
There are two sorter modes for different copying jobs: one sorts by sets of originals and the second groups by original.
The maximum number of copies varies with the selected mode. The copy number will be automatically reset to the maximum copy number allowable for the selected mode when copying begins if this maximum is exceeded.

PART NAMES

SF-S14

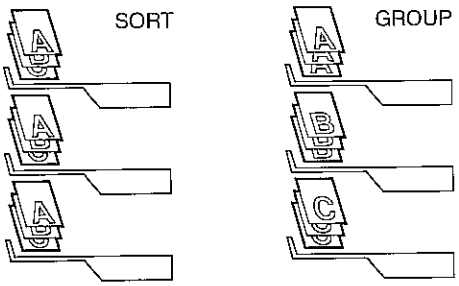


SF-S15



CAUTION

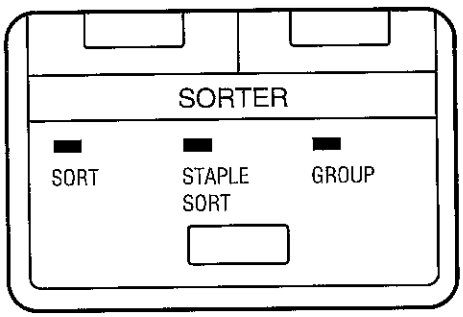
Do not put pressure on the sorter or subject it to undue force.



Using a sorter

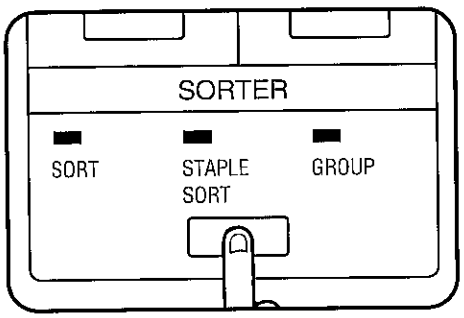
Press the SORTER key to select the desired mode. (The STAPLE SORT mode cannot be selected for either the SF-S14 or SF-S15.)

To cancel the mode, press the SORTER key until the indicator goes off.



NON-SORT

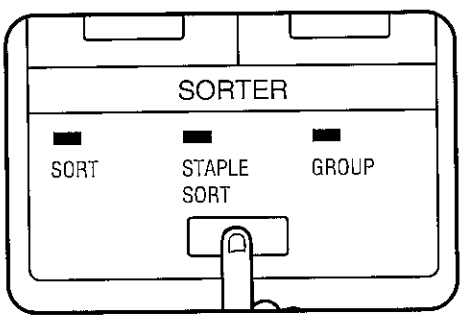
When neither of the two sorter modes, SORT or GROUP is selected, the Copier is in the NON-SORT mode. In this mode all copies will be deposited in the top bin of the sorter.
Be sure to use the NON-SORT mode when copying onto special papers such as transparency films or label stock.



SORT

Press the SORTER key to select the SORT mode.

SORT is used for automatic copy collating. Copies of each original are sequentially deposited in the sort bins.



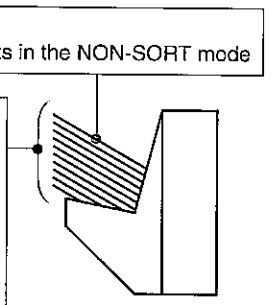
GROUP

Press the SORTER key to select the GROUP mode.

In the GROUP mode, all copies of the same original are deposited in the same bin.

SORTER CAPACITIES

SF-S14



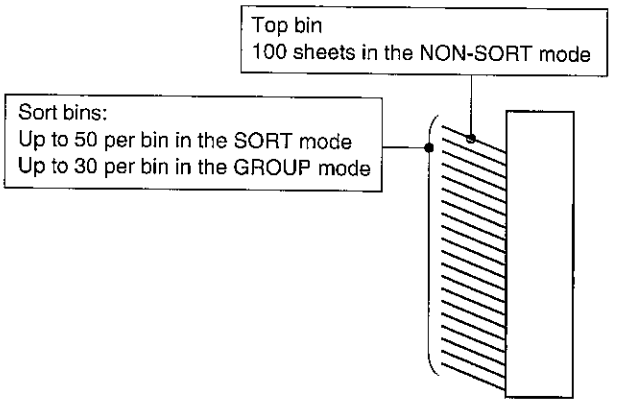
Sort bins
Sort Mode:

Paper size	Bin capacity (max.)
A5, A4 (8-1/2" x 5-1/2", 8-1/2" x 11")	50
B4 (8-1/2" x 14")	40
A3 (11" x 17")	30

Group Mode:

Paper size	Bin capacity (max.)
A5, A4 (8-1/2" x 5-1/2", 8-1/2" x 11")	35
B4 (8-1/2" x 14")	25
A3 (11" x 17")	20

SF-S15



The limit for the number of originals which can be used and the number of copies to be set for each paper size are as follows:

SF-S14

Mode	Paper size	Max. No. of originals	Max. No. of copies to be set
NON-SORT	A5, A4, B4, A3 (8-1/2" x 5-1/2", 8-1/2" x 11", 8-1/2" x 14", 11" x 17")	–	99
SORT	A5, A4 (8-1/2" x 5-1/2", 8-1/2" x 11")	50	10
	B4 (8-1/2" x 14")	40	
	A3 (11" x 17")	30	
GROUP	A5, A4 (8-1/2" x 5-1/2", 8-1/2" x 11")	10	35
	B4 (8-1/2" x 14")		25
	A3 (11" x 17")		20

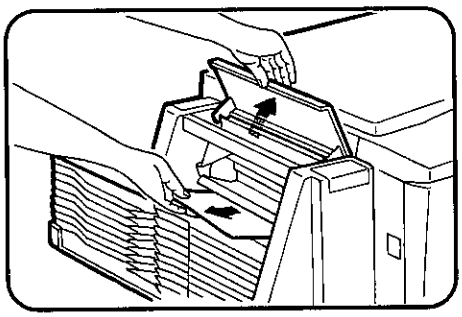
SF-S15

Mode	Paper size	Max. No. of originals	Max. No. of copies to be set
NON-SORT	B5, A4, B4, A3 (8-1/2" x 11", 8-1/2" x 14", 11" x 17")	–	99
SORT		50	20
GROUP		20	30

Note:
When making single-sided copies from two-sided originals, the maximum number of originals that can be used is half the number shown in the above table.

Misfeed removal

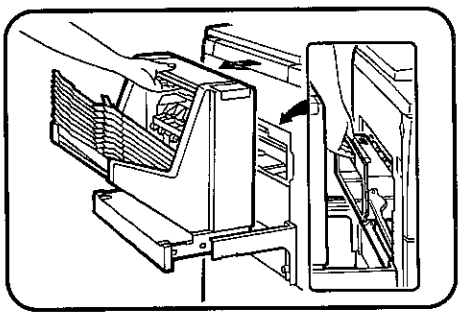
SF-S14 10-Bin Sorter



1 **Open the top cover and remove the misfed paper.**

2 **Close the top cover.**

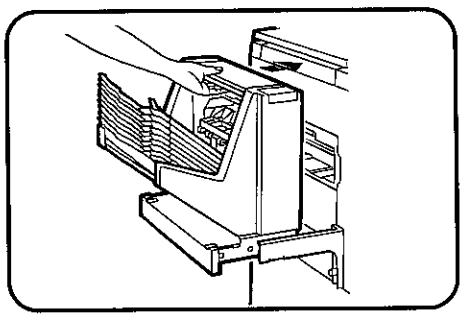
- Confirm that the misfeed indicator has gone out.



3 **If the misfed paper is in the exit area, slide the sorter carefully along the guides away from the Copier and remove any misfed paper.**

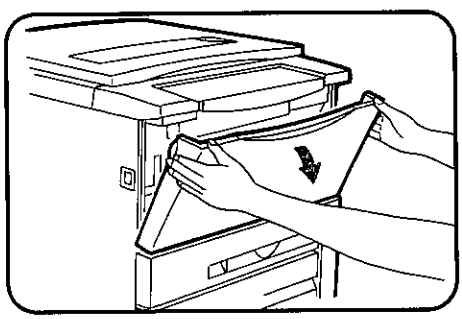
CAUTION

The fuser area is hot! Use care in removing paper.



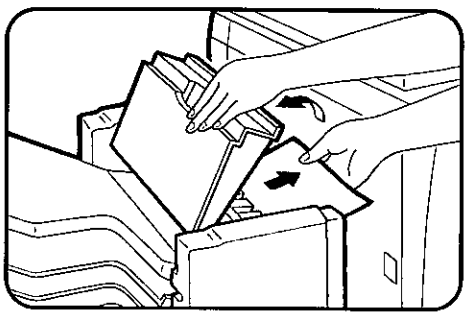
4 **Slide the sorter back towards the Copier and latch it into place.**

- Confirm that the misfeed indicator has gone out.



- If the misfeed indicator is still blinking, check the inside of the copier and remove any remaining misfed paper.

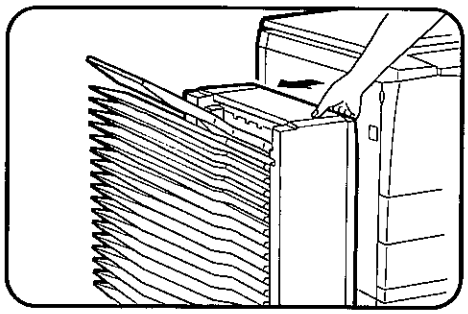
SF-S15 20-Bin Sorter



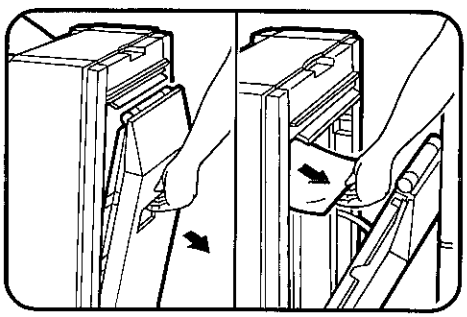
1 **Open the top cover and remove the misfed paper.**

2 **Close the top cover.**

- Confirm that the misfeed indicator has gone out.



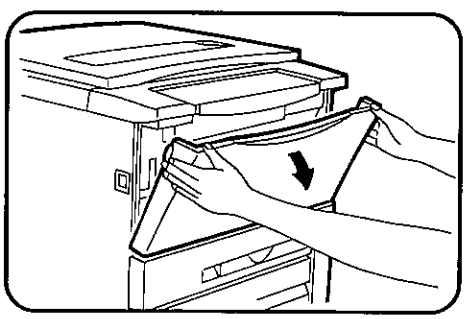
3 **If the misfeed indicator is still blinking or the misfed paper cannot be seen from the top, slide the sorter carefully away from the Copier.**



4 **Open the side cover and remove any misfed paper.**

5 **Close the side cover and push the sorter back towards the Copier and latch it into place.**

- Confirm that the misfeed indicator has gone out.



- If the misfeed indicator is still blinking, check the inside of the copier and remove any remaining misfed paper.

Specifications

SF-S14

No. of bins	10	
Bin capacity	NON-SORT:	100 sheets (top bin)
	SORT:	50 sheets (A4 (8-1/2" x 11")) 40 sheets (B4 (8-1/2" x 14")) 30 sheets (A3 (11" x 17"))
	GROUP:	35 sheets (A4 (8-1/2" x 11")) 25 sheets (B4 (8-1/2" x 14")) 20 sheets (A3 (11" x 17"))
Paper size	Top bin:	Max. A3 (11" x 17") Min. A6 (8-1/2" x 5-1/2")
	Sort bins:	Max. A3 (11" x 17") Min. A5 (8-1/2" x 5-1/2")
Power supply	Drawn from the copier.	

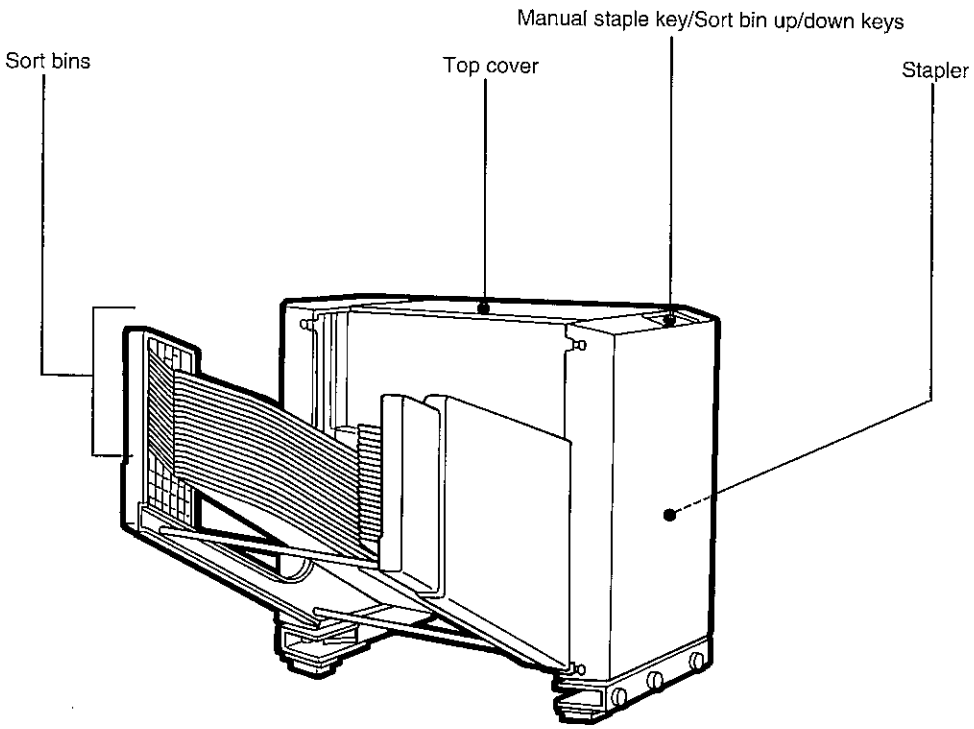
SF-S15

No. of bins	20	
Bin capacity	NON-SORT:	100 sheets (top bin)
	SORT:	50 sheets
	GROUP:	30 sheets
Paper size	Top bin:	Max. A3 (11" x 17") Min. A6 (8-1/2" x 5-1/2")
	Sort bin:	Max. A3 (11" x 17") Min. B5 (8-1/2" x 11")
Power supply	Drawn from the copier.	

*Specifications are subject to change for improvement without notice.

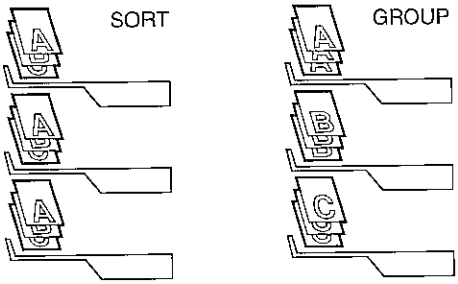
20-BIN STAPLE SORTER (SF-S52)

There are two sorter modes for different copying jobs: one sorts by sets of originals and the second groups by original.
The SF-S52 20-Bin Staple Sorter has a STAPLE SORT mode in addition to the above sort modes. Sorted copies can be automatically stapled together.
The maximum number of copies varies with the selected mode. The copy number will be automatically reset to the maximum copy number allowable for the selected mode when copying begins if this maximum is exceeded.



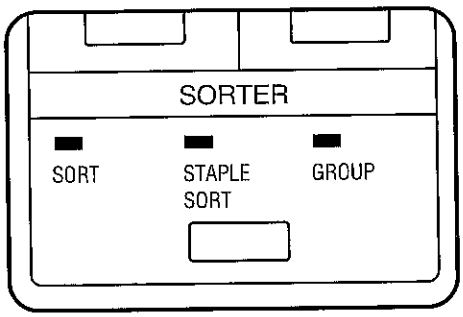
CAUTION

Do not put pressure on the sorter or subject it to undue force.



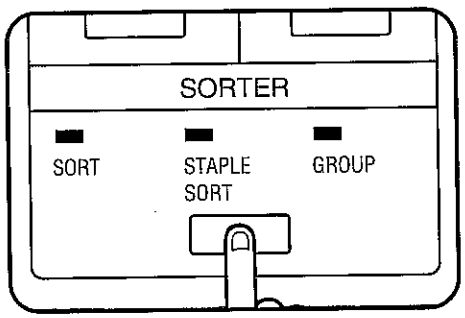
Using the sorter

Press the SORTER key to select the desired mode.
To cancel the mode, press the SORTER key until the indicator goes off.



NON-SORT

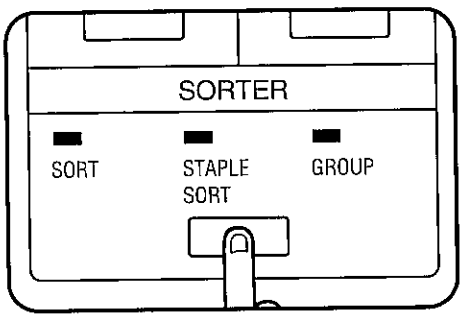
When none of the three sorter modes, SORT, GROUP, or STAPLE SORT, is selected, the Copier is in the NON-SORT mode. In this mode all copies will be deposited in the top bin of the sorter.
Be sure to use the NON-SORT mode when copying onto special papers such as transparency films or label stock.



SORT

Press the SORTER key to select the SORT mode.

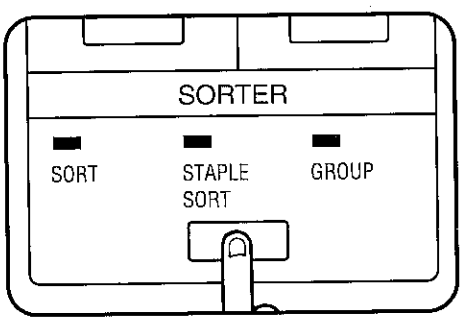
SORT is used for automatic copy collating where copies of each original are sequentially deposited in the sort bins.



STAPLE SORT

Press the SORTER key to select the STAPLE SORT mode.

In this mode, copies are automatically sorted and finished sets of copies can be stapled with the manual staple key.
When used in conjunction with an optional ADF or RADF, sorted copies will be automatically stapled.

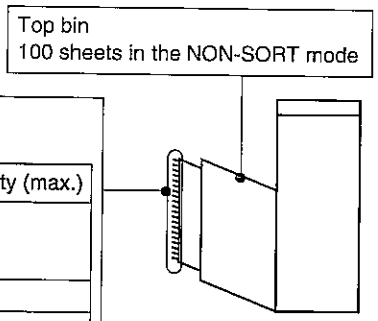


GROUP

Press the SORTER key to select the GROUP mode.

In the GROUP mode, all copies of the same original are deposited in the same bin.

SORTER CAPACITY



Sort bins

Sort Mode:

Paper size	Bin capacity (max.)
A5, A4 (8-1/2" x 5-1/2", 8-1/2" x 11")	35
B4 (8-1/2" x 14")	25
A3 (11" x 17")	15

Staple Sort Mode:

Paper size	Bin capacity (max.)
A4, B4 (8-1/2" x 11", 8-1/2" x 14")	25
A3 (11" x 17")	15

Group Mode:

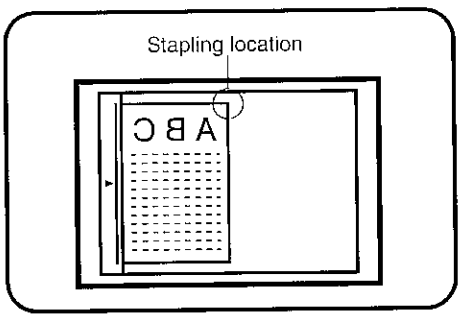
Paper size	Bin capacity (max.)
A5, A4 (8-1/2" x 5-1/2", 8-1/2" x 11")	25
B4 (8-1/2" x 14")	15
A3 (11" x 17")	10

The limit for the number of originals which can be used and the number of copies to be set for each paper size are as follows:

Mode	Paper size	Max.No. of originals	Max.No. of copies to be set
NON-SORT	A5, A4, B4, A3, (8-1/2" x 5-1/2", 8-1/2" x 11", 8-1/2" x 14", 11" x 17")	–	99
SORT	A5, A4 (8-1/2" x 5-1/2", 8-1/2" x 11")	35	20
	B4 (8-1/2" x 14")	25	
	A3 (11" x 17")	15	
STAPLE SORT	A4, B4 (8-1/2" x 11", 8-1/2" x 14")	25	20
	A3 (11" x 17")	15	
GROUP	A5, A4 (8-1/2" x 5-1/2", 8-1/2" x 11")	20	25
	B4 (8-1/2" x 14")		15
	A3 (11" x 17")		10

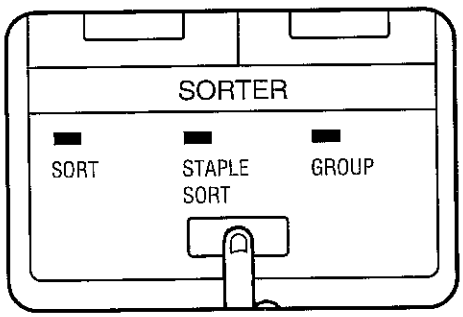
Note:
When making single-sided copies from two-sided originals, the maximum number of originals that can be used is half the number shown in the above table.

Using the Document Glass



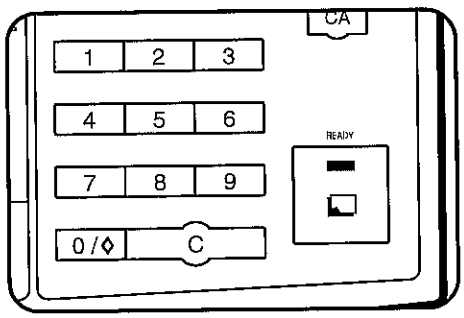
1 **Set the original on the document glass with the corner to be stapled to the upper right.**

- If the number of copies to be made is more than 25 for A4 or B4 (8-1/2" x 11" or 8-1/2" x 14") paper or 15 for A3 (11" x 17") paper, the copies will not be stapled.



2 **Press the SORTER key to select the STAPLE SORT mode.**

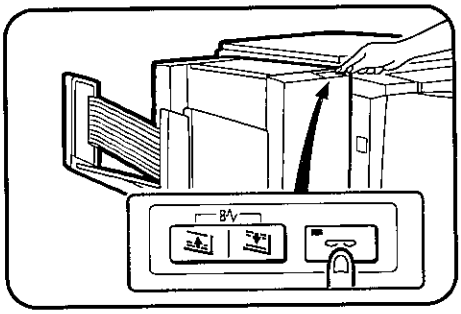
- Make sure that there is no paper in any sort bin before selecting the STAPLE SORT mode.



3 **Set the copy number.**

- Up to 20 sets can be made.

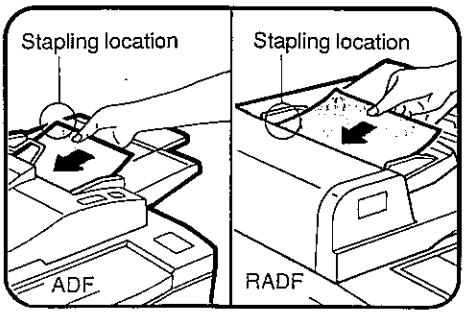
4 **Press the print button.**



5 **When all copies are made and sorted, press the manual staple key.**

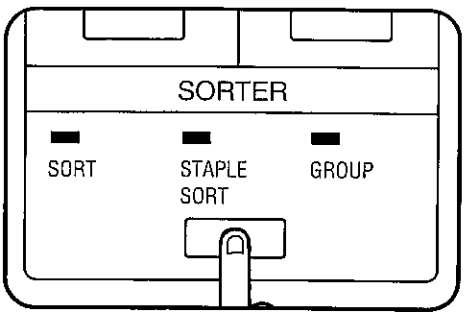
- Each set of copies will be automatically stapled.
- Copies of different widths cannot be stapled together.

Using the ADF/RADF



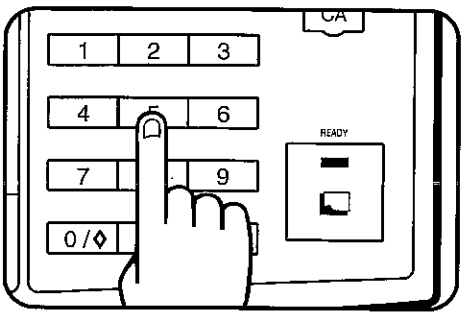
1 When using the ADF, set the originals in the ADF tray face down with the stapling position in the upper right corner.

- When using the RADF, set the originals in the RADF tray face up with the stapling position in the upper left corner.
- If the number of copies to be made is more than 25 for A4 or B4 (8-1/2" x 11" or 8-1/2" x 14") paper or 15 for A3 (11" x 17") paper, the copies will not be stapled.



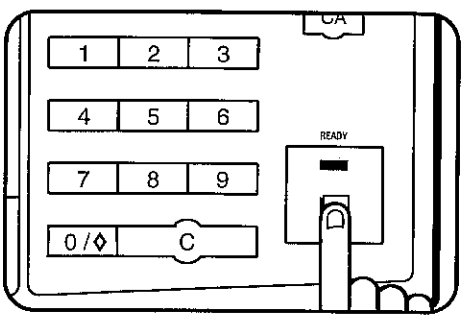
2 Press the SORTER key to select the STAPLE SORT mode.

- Make sure that there is no paper in any sort bin before selecting the STAPLE SORT mode.



3 Set the copy number.

- Up to 20 sets can be made.

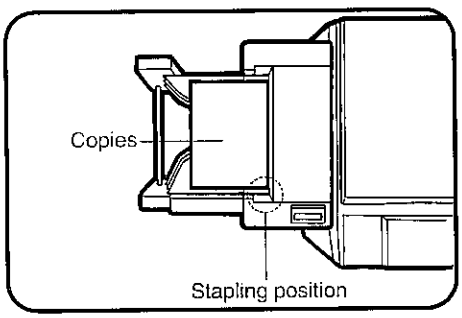


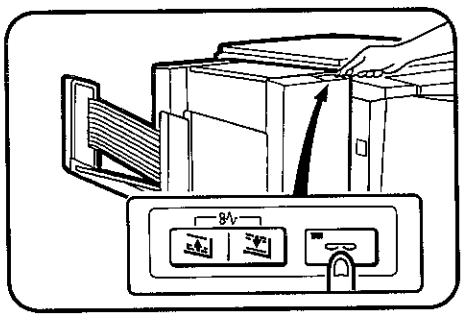
4 Press the print button.

- When copying and sorting are completed, each set of copies will be automatically stapled.
- Copies of different widths cannot be stapled together.

Manual stapling

To use the stapling feature only without using the STAPLE SORT mode, follow the procedure below.





1 **Align the edges of the copies to be stapled.**

2 **Place the set of copies on the top bin, making sure the edges are flush with the inner right corner, as shown in the figure.**

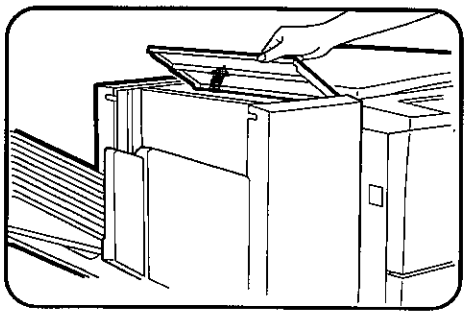
- Make sure that there is no paper in the other sort bins. If there is, the manual staple key indicator will not light up.
- Up to 25 sheets of paper can be stapled together. Exceeding this maximum may result in damage to the machine.

3 **When the manual staple key indicator lights, press the manual staple key.**

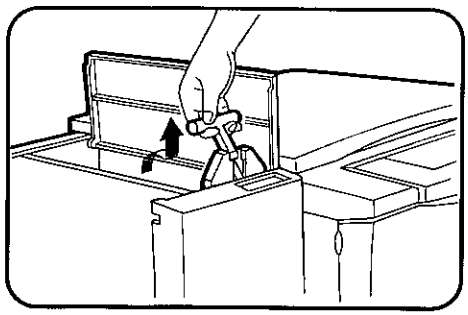
- The set of copies will be stapled.

Staple cartridge replacement

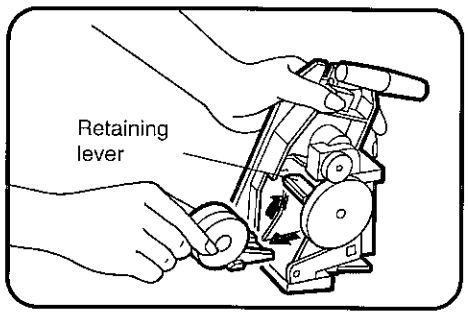
The indicator for the manual staple key, the CHECK STAPLER indicator and the STAPLE SORT mode indicator will blink when the staple cartridge is empty. Replace the staple cartridge as follows:



1 **Open the top cover.**

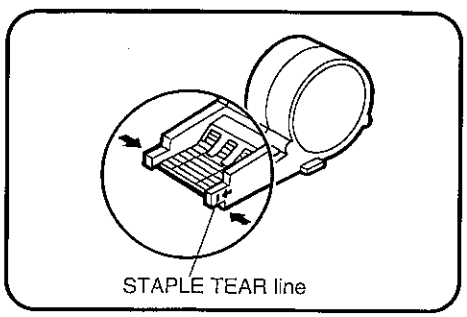


2 **Turn the stapler handle up as shown and pull out the stapler.**



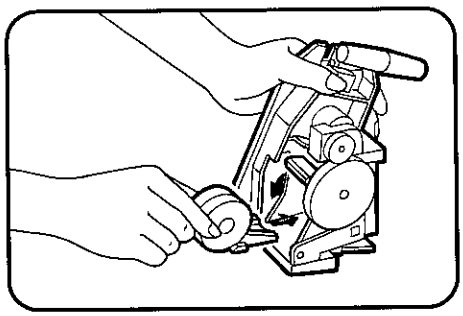
3 **Pull up the retaining lever and remove the staple cartridge from the stapler.**

- A few staples will be left in the cartridge. Remove and discard them.



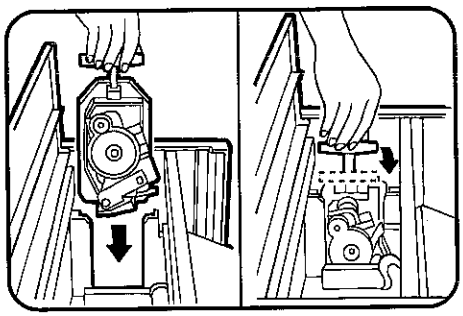
4 **Check that the first staple in the new staple cartridge is at the tip of the cartridge.**

- If the first staple is not at the tip, pull it to the tip. If any staples are protruding past the cartridge tip, tear them off at the STAPLE TEAR line and align the first staple at the tip.



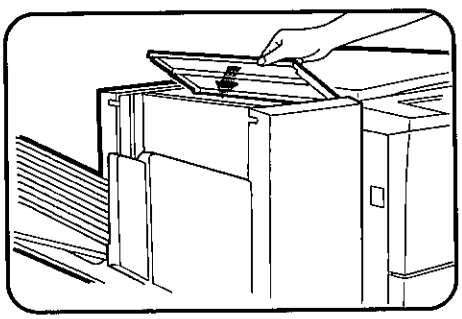
5 **Set the new staple cartridge in place.**

- Pull down the retaining lever to secure the staple cartridge.

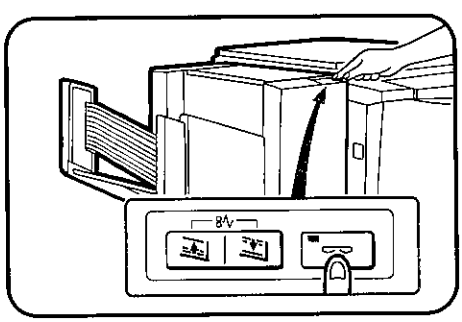


6 **Align the stapler with the groove and position it in place.**

- Turn the stapler handle back down as shown.



7 **Close the top cover.**

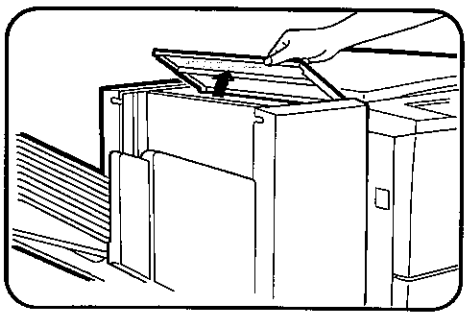


8 **Place a sheet of paper in the top bin. When the manual staple key indicator lights, press the manual staple key.**

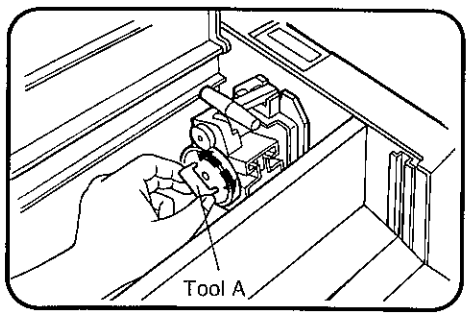
- Check to ensure that the sheet is stapled.
  If it is not stapled, press the manual staple key again.
- If the stapler does not operate properly even after replacement, a staple in it may be jammed. See STAPLE JAM REMOVAL on the next page.
- Staples for the staple sorter are available from your Sharp dealer.

Staple jam removal

The CHECK STAPLER indicator will blink when a staple jam occurs.

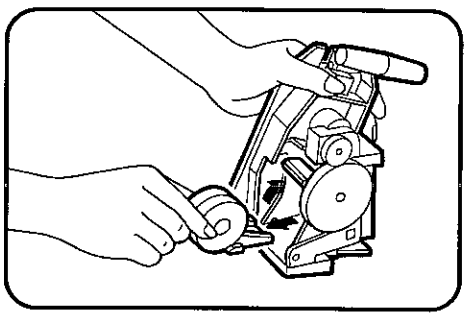


1 **Open the top cover.**

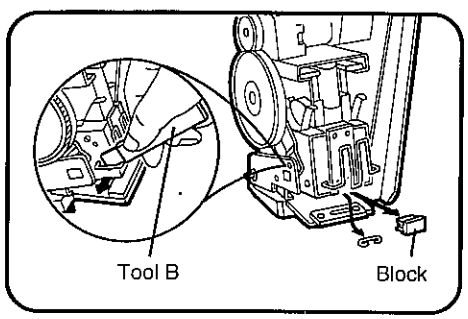


2 **Remove the stapler.**

- If the stapler is difficult to remove because of misfed paper, insert tool A into the wheel of the stapler, then turn in either direction to ease stapler removal.
- The tool A is located on the back of the stapler cover.



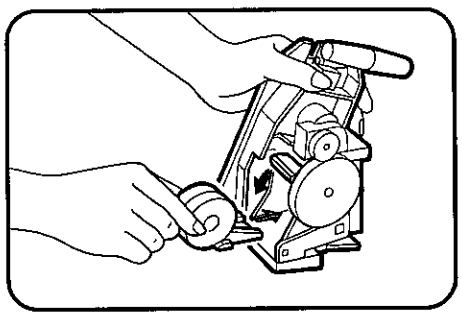
3 **Pull up the retaining lever and remove the staple cartridge from the stapler.**



4 **Using tool B, remove the retaining clip at the stapling position, remove the block at the tip, then remove the jammed staple.**

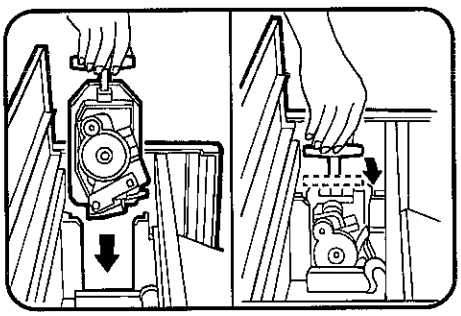
- The tool B is located on the back of the stapler cover.

5 **Replace the block and the retaining clip to their original positions.**

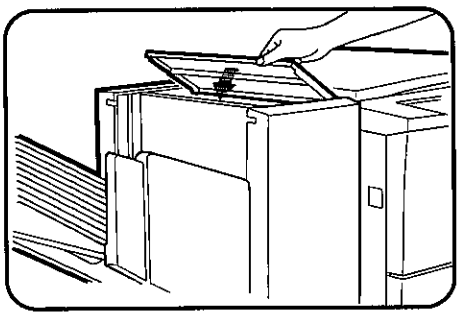


6 **Place the staple cartridge back into position.**

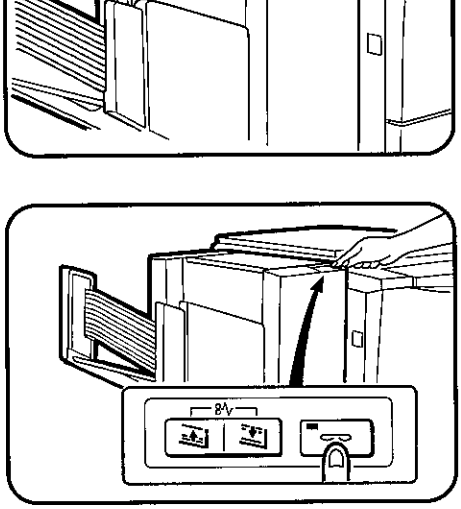
- Pull down the retaining lever to secure the staple cartridge.



7 **Align the stapler with the groove and position it in place.**
Turn the stapler handle back down as shown.

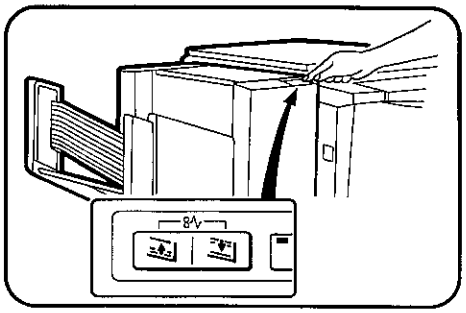


8 **Close the top cover.**



9 **Place a set of copies on the top bin and manually staple them to check that the stapler works properly.**

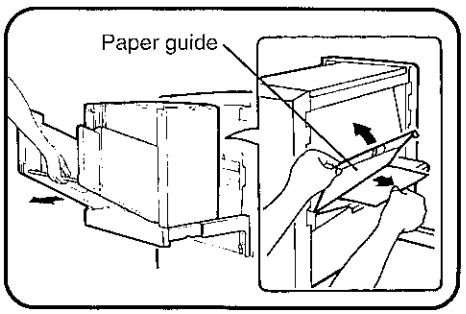
Misfeed removal



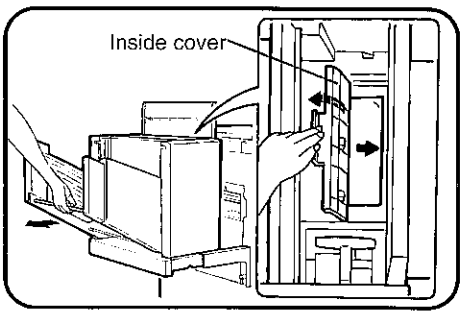
1 **Remove any misfed paper from the bin area.**

- If the misfed paper is in the bin area and difficult to remove, press the sorter bin up/down keys to move the bins for easier removal of the misfeed.

2 **Open and close the front cover to cancel the misfeed indicator.**



3 **If there is misfed paper inside the sorter, slide the sorter carefully along the guides away from the Copier, lift up the paper guide and remove any misfed paper.**

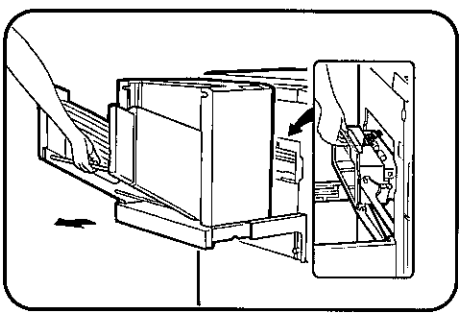


4 **If the misfed paper cannot be removed even though the paper guide is lifted, open the top cover and the other cover inside. Move the misfed paper to the right and lift the paper guide up to remove the paper.**

- Close the inside cover until it clicks shut.

5 **Close the top cover. Slide the sorter back towards the Copier and latch it into place.**

- Confirm that the misfeed indicator has gone out.



6 **If the misfed paper is in the exit area, slide the sorter carefully along the guides away from the Copier and remove any misfed paper.**

CAUTION

The fusing area is hot! Use care in removing paper.

7 **Slide the sorter back towards the Copier and latch it into place.**

- Confirm that the misfeed indicator has gone out.
- If the misfeed indicator is still blinking, check the inside of the copier and remove any remaining misfed paper.

Specifications

No. of bins	20	
Bin capacity	NON-SORT:	100 sheets for top bin
	SORT:	35 sheets (A4 (8-1/2" x 11")) 25 sheets (B4 (8-1/2" x 14")) 15 sheets (A3 (11" x 17"))
	GROUP:	25 sheets (A4 (8-1/2" x 11")) 15 sheets (B4 (8-1/2" x 14")) 10 sheets (A3 (11" x 17"))
	STAPLE SORT:	25 sheets (A4 and B4 (8-1/2" x 11" and 8-1/2" x 14")) 15 sheets (A3 (11" x17"))
Paper size	Top bin:	Max. A3 (11" x 17") Min. A5 (8-1/2" x 5-1/2")
	Sort bins:	Max. A3 (11" x 17") Min. A5 (8-1/2" x 5-1/2")
Stapling capacity	25 sheets (80 g/m² (20 lbs.))	
Power supply	Drawn from the copier.	

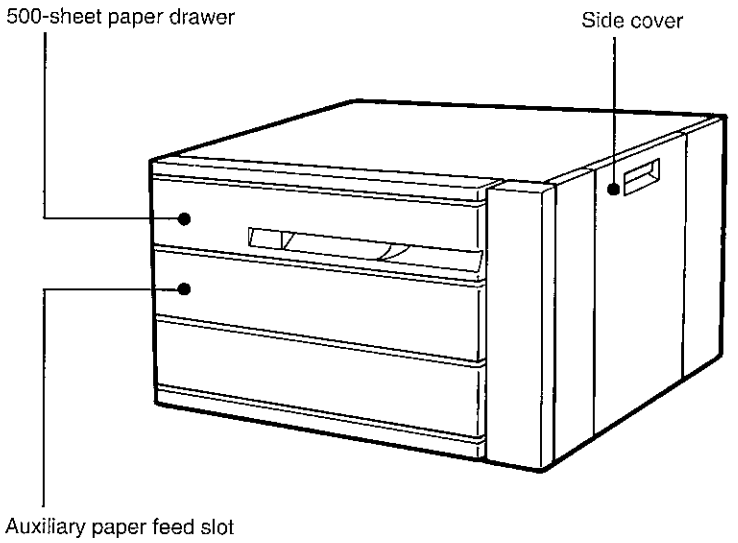
*Specifications are subject to change for improvement without notice.

STAND/500-SHEET PAPER DRAWER (SF-D20)
STAND/1000-SHEET PAPER DRAWER (SF-D21)

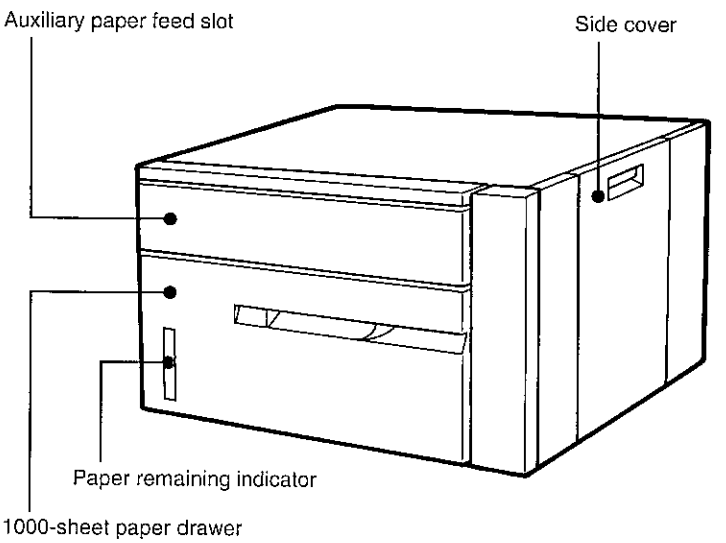
These optional stands with paper drawers provide the convenience of increased paper capacity for the SF-2022 and make a choice of paper sizes readily available for copying. Even greater paper capacity and size flexibility are available when the stands are equipped with the optional auxiliary paper drawer.
The SF-D20 is available with a 500-sheet paper drawer alone or with an optional auxiliary 500-sheet paper drawer for the additional flexibility of two feeds with a total capacity of 1000 sheets.
The SF-D21 is available with a 1000-sheet paper drawer alone or in combination with an optional auxiliary 500-sheet paper drawer for a total capacity of 1500 sheets.

PART NAMES

SF-D20

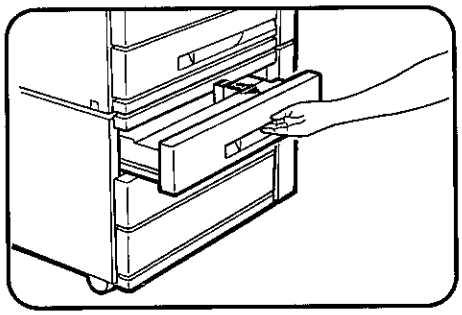


SF-D21



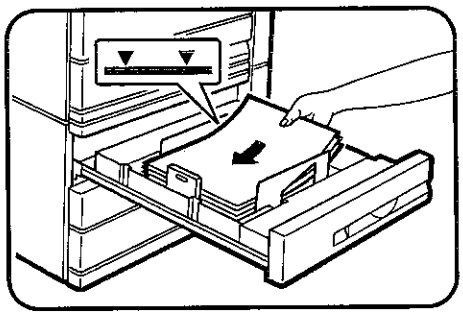
Loading copy paper

The size of the copy paper for the paper drawer will be set by Sharp service personnel according to your request when you purchase the Copier. If a different paper size setting is required, contact your authorised Sharp Service Centre.
The 500-sheet paper drawer is available for four different paper sizes: A4, A4R, B4 and A3 (8-1/2" x 11", 8-1/2" x 11"R, 8-1/2" x 14" and 11" x 17").
The 1000-sheet paper drawer is available for three different paper sizes: A4, A4R, and B4 (8-1/2" x 11", 8-1/2" x 11"R and 8-1/2" x 14").



Stand/500-sheet paper drawer

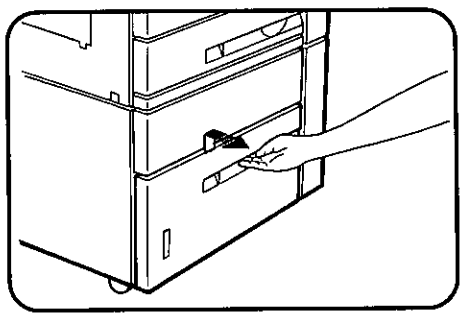
1 **Gently lift and draw out the 500-sheet paper drawer.**



2 **Fan the copy paper and insert it in the drawer.**

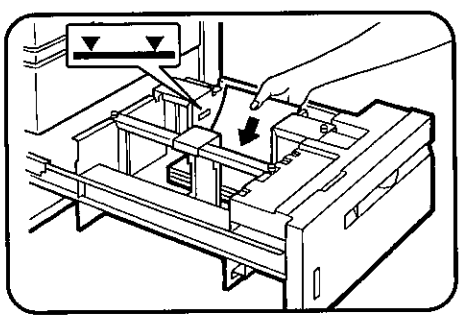
- The 500-sheet paper drawer holds up to 500 sheets of paper.
- Do not load paper above the maximum height line.

3 **Push the drawer firmly back into the copier.**



Stand/1000-sheet paper drawer

1 **Draw out the 1000-sheet paper drawer.**

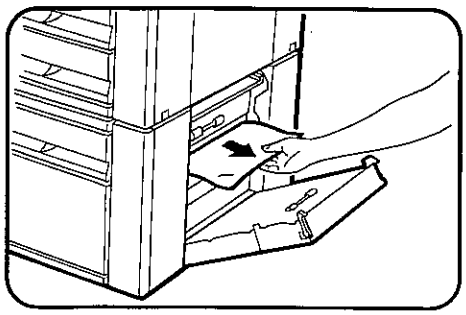


2 **Fan the copy paper and insert it in the drawer.**

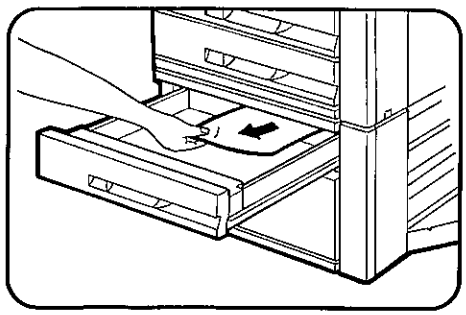
- The 1000-sheet paper drawer holds up to 1,000 sheets of paper.
- Do not load paper above the maximum height line.

3 **Push the drawer firmly back into the Copier.**

Misfeed removal

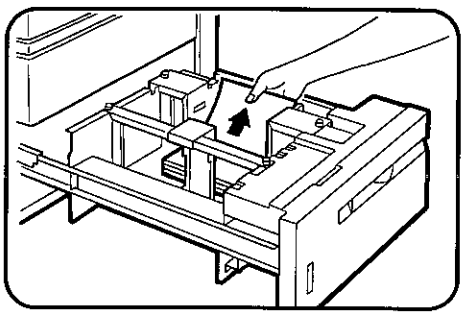


1 **Open the side cover and remove any misfed paper.**

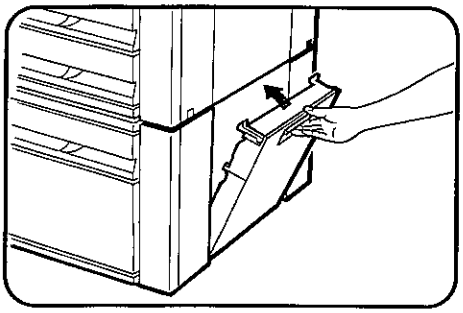


2 **Gently lift and pull out the paper drawer. Remove any misfed paper.**

⇦ STAND/500-SHEET PAPER DRAWER



⇦ STAND/1000-SHEET PAPER DRAWER



3 **Close the paper drawer and the side cover.**

- Confirm that the misfeed indicator has gone out.

Specifications

SF-D20

Paper size	A4 to A3 (8-1/2" x 11" to 11" x 17")
Paper capacity	500 sheets of paper Total of 1,000 sheets of paper with an optional 500-sheet paper drawer installed.

SF-D21

Paper size	A4 to B4 (8-1/2" x 11" to 8-1/2" x 14")
Paper capacity	1,000 sheets of paper Total of 1,500 sheets of paper with an optional 500-sheet paper drawer installed.

*Specifications are subject to change for improvement without notice.

SF-2022

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